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BJ Ward  
**THIRD SUPPLEMENT**

**TO THE**

**CLASSIFICATION OF DUTIES  
OF POSITIONS**

**IN THE**

**MUNICIPAL SERVICE**

---

**D** issued by the Civil Service Commission

**of**

**SAN FRANCISCO**

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This supplement contains all classification changes adopted by the Civil Service Commission since the issuance of its publication of August 31, 1951.

It includes all changes up to and through September 30, 1957. The preceding supplements, covering the period September 1, 1951 to October 31, 1954 should be destroyed.



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## DIVISION A (BUILDING TRADES SERVICE)

A20 SUPERINTENDENT OF STRUCTURAL AND MECHANICAL REPAIR, RECREATION AND PARK DEPARTMENT. Subject to administrative approval: has charge of and is responsible for the structural maintenance and repair of all Recreation and Park Department buildings and structures; the operation, maintenance and repair of all mechanical installations including sewage treatment plants, pumping stations, irrigation systems, lighting, heating, ventilating and refrigeration installations, playground apparatus; inspects buildings, structures or mechanical installations for the purpose of determining need for repair; advises in the preparation of plans and specifications for reconstruction, alterations or repair; prepares cost estimates for the same; and performs related duties as required. New Class, Minutes 1-28-52, Effective 7-1-52.  
Amended 8-8-52.

A30 ASSISTANT SUPERINTENDENT OF MAINTENANCE & REPAIR, HETCH HETCHY PROJECT. Under general direction: acts as assistant to the Superintendent of Maintenance and Repair, Hetch Hetchy, in the Mountain Division; is responsible for the supervision, direction and inspection of general maintenance and repair work on dams, tunnels, aqueducts, penstocks, roads, trails, bridges, water and sewer systems, buildings, grounds, and appurtenant structures; assists in the requisitioning of equipment, material and supplies, in the preparation of budget estimates, and in the control of expenditures; during the absence of the Superintendent, acts in his capacity; and performs related duties as required. New Class, Adopted Minutes 3-5-54.

A165 STAGE CARPENTER.  
Abolished, Minutes 1-27-53.  
Re-established with original duties statement, Minutes 3-13-53.

A170 STAGE PROPERTY MAN  
Abolished, Minutes 1-27-53.  
Re-established with original duties statement, Minutes 3-13-53.

A206 FOREMAN CEMENT FINISHER.  
Abolished, Minutes 7-11-52.

A359 SCENIC ARTIST  
Abolished, Minutes 1-28-52, Effective 7-1-52.

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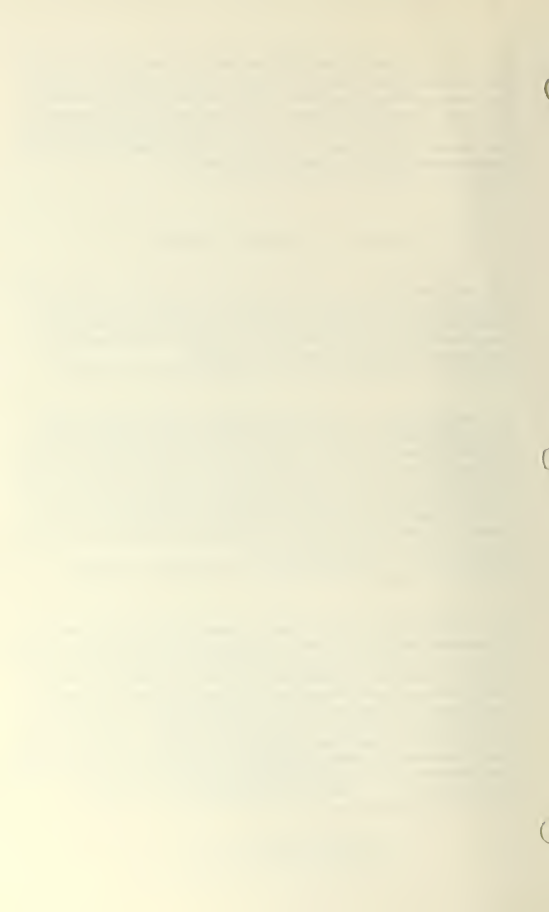
**A430 HEATING AND REFRIGERATION INSPECTOR.** Under direction: inspects the following equipment to ascertain compliance with prescribed laws, rules and regulations pertaining to construction, safety, installation and use: mechanical refrigeration, commercial refrigeration, mechanical cooling for temperature control, mechanical ventilation and air conditioning, heating appliances (excepting water heaters, boilers and pressure vessels), and industrial exhaust systems; makes required reports; and performs related duties as required.  
New Class - Adopted Minutes 8-15-57.

## **DIVISION B (CLERICAL SERVICE)**

**B 2 ACCOUNT CLERK.** Under general supervision: maintains relatively simple departmental accounting records which require a knowledge of elementary book-keeping principles and practices; posts and balances accounts; maintains work progress and control records; reconciles bank statements; assists in preparation of special reports; and performs related duties as required.  
New Class, Adopted Minutes 10-29-54, Effective 7-1-1955.

**B 4 ACCOUNTANT I.** Under general supervision: performs duties requiring knowledge of accounting principles and practices, with some latitude for discretionary judgment as to proper allocation of accounts; assists in the maintenance of a complex classification of accounts involving the posting of entries and the balancing of books of accounts maintained for purpose of control or analysis of funds; assists in departmental audits, special investigations and system installations; assists in the preparation and operation of the budget and appropriation ordinances; assists in the internal audit of and records departmental encumbrances and expenditures; and performs related duties as required.  
Retitled from B 4-Bookkeeper and Amended, Minutes 10-29-54, Effective 7-1-1955.

**B 6 ACCOUNTANT II.** Under direction: performs duties requiring knowledge of accounting principles and practices with wide latitude for discretionary judgment as to proper allocation of accounts, and in addition a knowledge of fiscal laws especially as they pertain to the department where duties are performed; maintains complete and complex departmental accounting records; assists in departmental audits, special investigations and system installations; assists in the maintenance of the centralized records and books of accounts of the city and county; is responsible for the audit of departmental receipts prior to deposit in the treasury; acts as deputy controller in validating court orders against certain court funds for payment from the treasury; may supervise subordinates; and performs related duties as required.  
Retitled from B 6 Senior Bookkeeper and Amended, Minutes 10-29-54, Effective 7-1-1955.

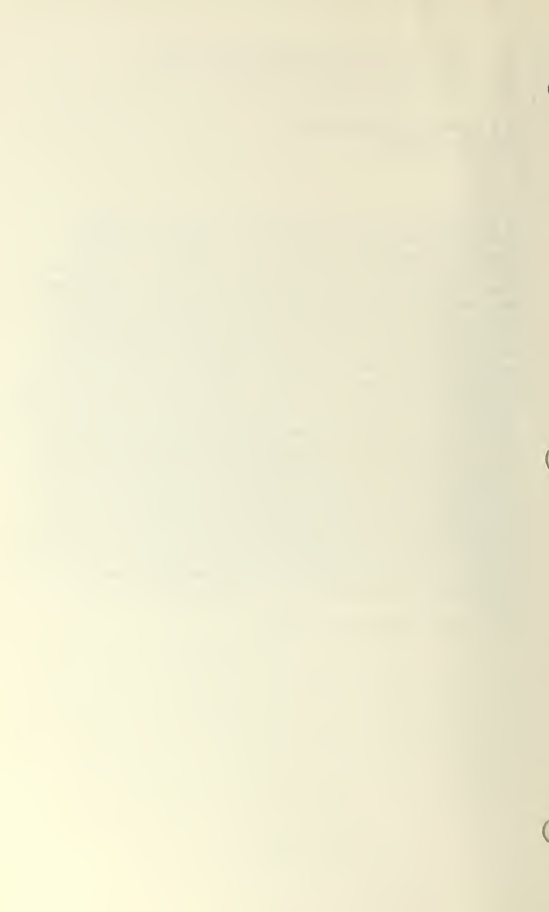


B 7 OFFICE MANAGER, CALIFORNIA CABLE DIVISION  
Abolished 10-29-54 Effective 7-1-1955.

B 8 SUPERVISOR OF DISBURSEMENTS  
Abolished 8-22-56.

B 9 SUPERVISOR BILLING UNIT, DEPARTMENT OF PUBLIC HEALTH,  
Under general direction: has charge of and is responsible for all activities relating to the determination of ability to pay for patient care rendered by the Department of Public Health; participates in program planning and in the formulation of policy and procedure regarding ability to pay for medical diagnosis, patient care or medical appliances; acts as supervisor of the Billing Office and the Personnel assigned thereto; supervises the daily review of all social service histories for the purpose of determining the ability of patients to pay in whole or in part for services rendered; makes such additional investigations as may be necessary to determine the propriety of billing based on social service records and personal interviews; is responsible for the preparation of bills; supervises the maintenance of all records and the preparation of financial statements showing the status of patients' accounts; transfers delinquent accounts to the Bureau of Delinquent Revenue for collection; confers with the Assistant Superintendent and/or Superintendent of San Francisco Hospital, regarding the extent of ability to pay in questionable cases; supervises the review of published probate notices regarding potential claims against the estates of deceased persons for the cost of medical care rendered, and confers with attorneys, executors or administrators of the decedents' estate as required; prepares liens to be placed on real property of patients who have received medical care for action by the Board of Supervisors; maintains file of such liens and initiates action to release liens upon settlement of accounts; is responsible for obtaining assignment of insurance benefits from patients who are so insured; may be responsible for billing activities of other patient-care program that may be developed in the future; performs other related duties as required.

New Class, Minutes 12-19-52.



B 10 ACCOUNTANT III. Under general direction: maintains important accounting operations requiring the constant exercise of independent judgment, knowledge and ability to make audits and render reports pertaining thereto, comprehensive knowledge of fiscal and other laws relating to such operations, the ability to install new methods and/or to set up procedures for new purposes, e.g., maintains general ledgers and journals of the city and county, and prepares consolidated financial statements and reports based thereon; maintains accounting records of receipts, disbursements and encumbrances affecting the various accounts and funds of the city and county for the purpose of control of such accounts and funds; conducts departmental audits and renders reports thereon; assists in supervising the performance of these duties and functions and in addition thereto is responsible for such phases of these operations as are assigned; analyzes appropriations and expenditures of all inspecting departments and bureaus in the preparation of cost analysis of regulatory and inspectional services rendered by the city and county to the public for which a charge is made for the purpose of setting up proper fees for such services; prepares drafts of related ordinances for presentation to the board of supervisors and city attorney; recommends, advises and reports on such work; may supervise subordinates; and performs related duties as required.

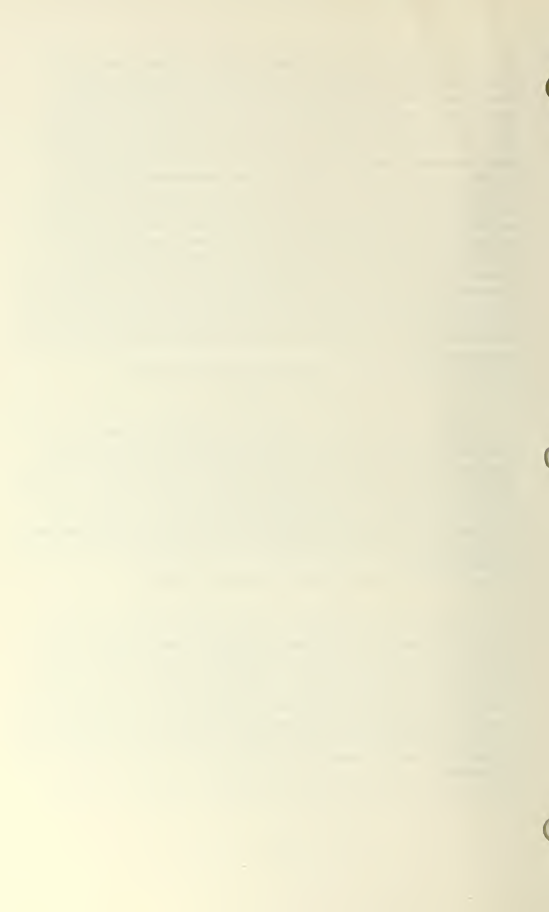
Retitled From B 10 - Accountant and Amended,  
Minutes 10-29-54, Effective 7-1-1955.

B 14 SENIOR ACCOUNTANT. Under general administrative direction: supervises the work involved in the performance of important accounting operations; is responsible for accounting records of a department or bureau such as the Department of Public Health, San Francisco Airport, Treasurer's Office or Municipal Railway; is responsible for the field supervision of the work of others in the conduct of complex audits, system design and installation, etc.; operates either the general city and county or the public utility section of the centralized general and controlling accounts and records of the city and county; and performs related duties as required.

Amended, Minutes 10-29-54. Effective 7-1-1955.

B 16 SUPERVISING ACCOUNTANT. Under general administrative direction; supervises the personnel, maintenance of records, accounting and auditing operations of a major division of the Controller's Office, such as, budget, payroll, general office, accounts and reports, utility audits, general audits; is responsible for planning, organizing, assigning, reviewing and supervising the work of the division of accounts, Board of Education; supervises the accounting and auditing functions of all departments and bureaus under the jurisdiction of the Public Utilities Commission and acts for the Director, Bureau of Accounts, Public Utilities Commission in his absence; designs systems and procedures; and performs related duties as required.

New Class, Adopted Minutes 10-29-54. Effective 7-1-1955.





B 22 ASSISTANT DIRECTOR, BUREAU OF ACCOUNTS, PUBLIC UTILITIES  
COMMISSION.

Abolished 11-9-55.

B 25 BUSINESS MANAGER, PUBLIC WELFARE DEPARTMENT. Under general administrative direction: has charge of and is responsible for the business and financial affairs of the public welfare department; supervises and is responsible for all accounting, purchasing, personnel and clerical procedures including disbursement and collection of funds, preparation of all financial and statistical reports, budgets, time rolls, requisitions for employment, requisitions for supplies and equipment, contractual services, inventories; is responsible for personnel records and in-service-training programs; assigns and supervises clerical and building maintenance employees; and performs related duties as required.  
Amended, Minutes 10-22-1954.

B 26 SUPERVISOR, BUDGET STATISTICS

Abolished 11-9-55.

B 27 SUPERVISOR OF ACCOUNTS AND REPORTS.

Abolished 10-29-54, Effective 7-1-1955.

B 28 SUPERVISOR OF GENERAL AUDITS

Abolished 10-29-54, Effective 7-1-1955.

B 30 SUPERVISOR UTILITIES AUDITS

Abolished 10-29-54, Effective 7-1-1955.

B 31 SUPERVISOR OF ACCOUNTS, BOARD OF EDUCATION

Abolished 10-29-54, Effective 7-1-1955.



**B 32 BUSINESS MANAGER, RECREATION AND PARK DEPARTMENT.**  
Under general administrative direction: has charge of and is responsible for the proper administration of the business affairs of the Recreation and Park Department: is responsible for the maintenance of proper departmental control and recording of expenditures; supervises all clerical, accounting, and other procedures incident to the business administration of the department; is responsible for analyzing departmental expenditures and making recommendations thereon; is responsible for carrying out the budgetary and other fiscal provisions of the Charter and such procedures and regulations pursuant thereto as may be outlined by the Controller; supervises all clerical, accounting, purchasing, storekeeping and other procedures: responsible for receipt and accounting for revenues including golf course fees and other revenue producing activities: is responsible for the business management of the Recreation and Park Department restaurants, vending booths, rides, also Kezar Stadium and Pavilion, Yacht Harbor, Colt Tower, Golden Gate Park Stadium, Camp Mather, tennis courts, etc.; and performs related duties as required.  
Re-Titled and Amended, Minutes 1-28-52, Effective 7-1-52.

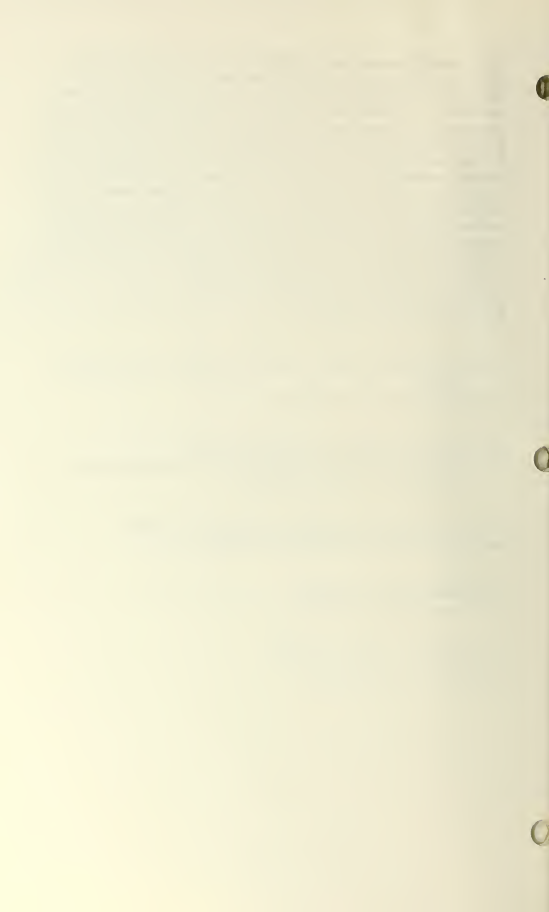
**B 34 SUPERVISOR, BUREAU OF ACCOUNTS, DEPARTMENT OF PUBLIC WORKS.**  
Abolished, Minutes 9-18-53.

**B 40 EXECUTIVE OFFICER, DISASTER CORPS AND  
EXECUTIVE SECRETARY, SAN FRANCISCO DISASTER COUNCIL.**  
Abolished, Minutes 4-18-52.

**B 45 ADMINISTRATIVE DIRECTOR, HEALTH SERVICE SYSTEM**  
Abolished 10-29-54, Effective 7-1-1955.

**B 56 SUPERVISOR OF PAYROLLS**  
Abolished Minutes 11-9-1955.

**B 57 SECRETARY, ART COMMISSION**  
Retitled and Amended to:



B 57 EXECUTIVE SECRETARY, ART COMMISSION. Subject to administrative approval: maintains a record of proceedings and acts of the art commission; receives, answers and files correspondence of the Commission; makes studies and recommendations regarding artists, conductors, and programs for municipal symphony concerts, ballet seasons, municipal band and orchestra; arranges bookings and prepares specifications for contracts governing appearances; makes recommendations and arrangements for annual art festival; supervises box office and other services to insure maximum financial returns to the city from art commission-sponsored concerts, etc.; is responsible for preparation and expenditure of departmental budgets and maintains proper records of financial transactions; supervises and executes the policy of the Art Commission as to all works of art and architecture as specified in Section 46 of the charter; and performs related duties as required.

Amended Minutes 1-21-57. Effective 7-1-57.

B 64 EXECUTIVE DIRECTOR, MUNICIPAL GOVERNMENT SURVEY  
ADVISORY COMMISSION.

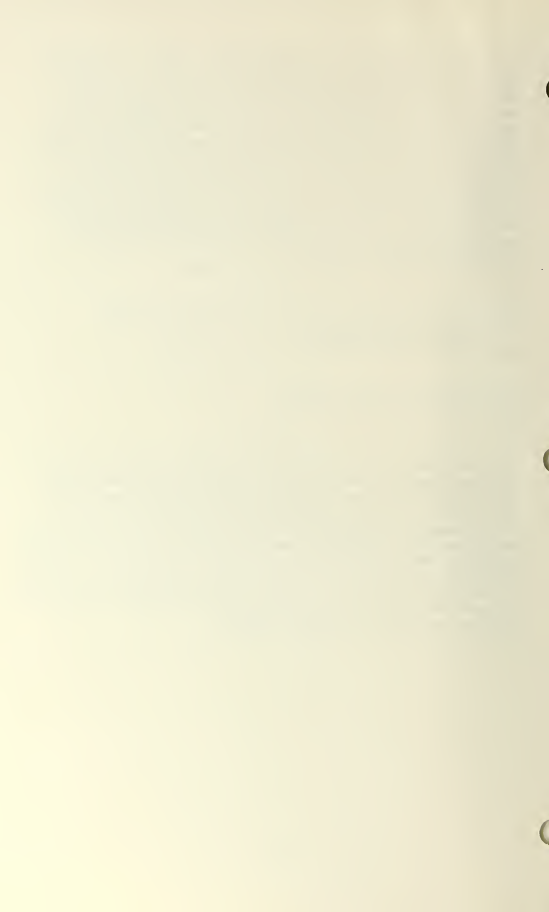
Abolished, Minutes 1-27-53. Effective 7-1-53.

B 68b CHIEF CLERK (PUBLIC WORKS)

New Sub Class, Minutes 8-15-52.

B 72 SECRETARY, LIBRARY COMMISSION. Subject to administrative approval: maintains a complete record of all acts and transactions of the Library Commission; directs the maintenance of proper accounting records of all expenditures and receipts of the Library and its branches; exercises general supervision over the maintenance of buildings; relieves the City Librarian of administrative detail and business affairs; responsible for budget preparation, personnel administration, assignments, timeroll preparation; acts as assistant to the City Librarian in general administration of the library in all matters except those relating to the techniques and methods of library science; as assigned represents the library before community groups or public bodies; is in charge of the library in the absence of the City Librarian; and performs related duties as required.

Amended, Minutes 1-27-53. Effective 7-1-53.



B 73 SECRETARY, BOARD OF TRUSTEES,  
CALIFORNIA PALACE OF THE LEGION OF HONOR.

Subject to administrative approval: keeps full account of all property, money receipts, and expenditures, and a record of all proceedings of the Board of Trustees of the California Palace of the Legion of Honor; files an annual report of accounts with the Controller; prepares agenda of meetings; consolidates budget requests; makes deposits of all moneys received; makes reports to the Board of Trustees; makes complete statement of receipts and expenditures to the Board at each meeting; relieves the Director of administrative detail and business affairs; In charge of all personnel, business and financial affairs; is responsible for the upkeep and maintenance of the Museum buildings; represents the Board of Trustees and the Director at public hearings; is in charge of the Museum in the absence of the Director and Assistant Director; and performs related duties as required.

Amended, Minutes 2-27-53.

B73.1 SECRETARY, BOARD OF TRUSTEES, M. H. deYOUNG MEMORIAL MUSEUM.

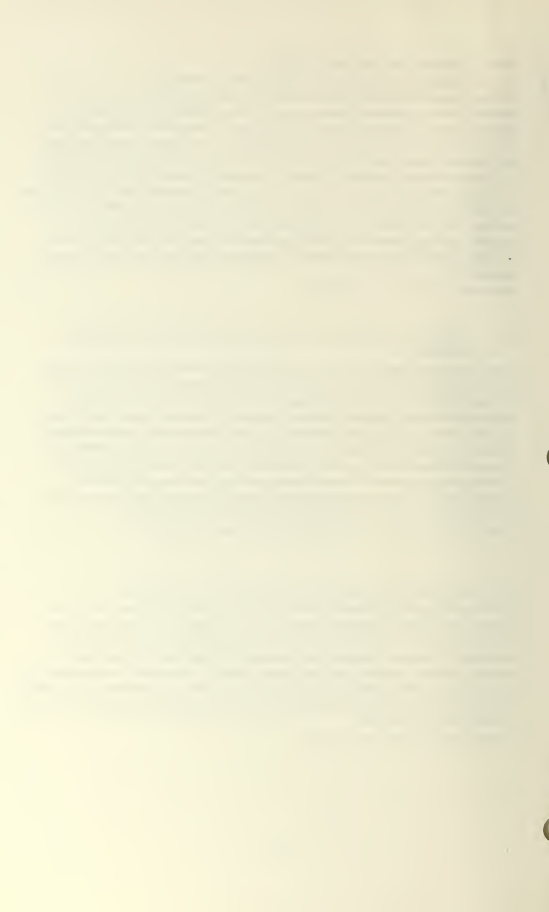
Subject to administrative approval: keeps full account of all property, money receipts, and expenditures, and a record of all proceedings of the Board of Trustees of the M. H. de Young Memorial Museum; files an annual report of accounts with the Controller; prepares agenda of meetings, consolidates budget requests; makes deposits of all moneys received; makes reports to the Board of Trustees; relieves the Director of administrative detail and business affairs; In charge of all personnel, business and financial affairs; is responsible for the upkeep and maintenance of the Museum buildings; represents the Board of Trustees and the Director at public hearings; is in charge of the Museum in the absence of the Director; and performs related duties as required.

Amended, Minutes 1-28-52. Effective 7-1-52.

B77 EXECUTIVE SECRETARY TO THE MANAGER OF UTILITIES.

Under general administrative direction: acts as administrative assistant to the Manager of Utilities; transmits instructions of Manager to division heads, and, in the absence of the Manager, instructs division heads in matters involving manager's discretion; organizes and supervises clerical details of manager's office; examines incoming mail for proper referral, and answers correspondence for the manager; makes reports on special inquiries; makes appointments and interviews callers on manager; represents manager at public meetings as directed; and performs related duties as required.

Amended, Minutes 4-3-52.





B79 SECRETARY, HEALTH SERVICE BOARD. Subject to administrative approval: acts as Secretary to the Health Service Board; prepares agenda and maintains records of all proceedings and actions of the Health Service Board; reviews and prepares invoices in proper form prior to submission to the Board; certifies all official Board documents. Under general administrative direction of the Medical Director directs the maintenance of accounting, personnel, payroll and other records; prepares reports; assigns and supervises employees; prepares requisitions and orders supplies and equipment; acts for the Medical Director in his absence; and performs related duties as required.  
Amended Minutes 1-11-1956.

B82 SECRETARY, RETIREMENT SYSTEM.  
Amended and Re-titled to:

B82 SECRETARY-ACTUARY, RETIREMENT SYSTEM  
Amended Minutes 1-30-57  
Abolished Minutes 5-8-57

B82 SECRETARY, RETIREMENT SYSTEM. Subject to administrative approval: acts as executive and appointing officer of the Retirement Board; maintains proper records of Board actions; prepares correspondence, notices, calendars, etc.; assigns and supervises employees in the Retirement office; is responsible for preparation of annual budget, maintenance of journal and ledger accounts and subsidiary accounts such as employee individual contribution records, administration of the benefit provisions of the Workmen's Compensation Insurance and Safety Law, preparation of payrolls, invoices and requisitions and other rolls for payment of benefits; investment of retirement funds; and performs related duties as required.  
Re-established and amended Minutes 5-8-57.  
Effective 7-1-57.

B82.1 ASSISTANT SECRETARY, RETIREMENT SYSTEM. Under general administrative direction: assists the Secretary of the Retirement System in his duties as executive and appointing officer of the Retirement Board; acts for the Secretary in his absence; analyzes security market conditions; makes recommendations concerning and carries out the purchase or sale of securities by the Retirement System; and performs related (other than actuarial) duties as required.  
New Class Minutes 7-11-56.

B83 CONSULTING ACTUARY.  
Abolished Minutes 1-21-57. Effective 7-1-57.



**B85 CONFIDENTIAL SECRETARY TO SUPERINTENDENT OF SCHOOLS.**

Under general administrative direction : acts as confidential secretary and administrative assistant to the Superintendent of Schools ; drafts and/or prepares reports and statements; transmits instructions (written or oral) from the Superintendent to the staff; represents the Superintendent at meetings and explains or interprets established policies; handles routine complaints personally or routes to proper source for investigation and action; conducts confidential surveys and investigations for the Superintendent; supervises Superintendent's secretarial and clerical staff; answers and initiates correspondence; receives Superintendent's callers and determines referrals of their business; and performs related duties as required.

New Class, Minutes 5-23-52. Effective 7-1-52.

**B85 CONFIDENTIAL SECRETARY TO SUPERINTENDENT OF SCHOOLS**

Amended and Re-numbered to B430 Minutes 8-3-55.

**B90.5 COORDINATOR, CITIZENS PROTECTIVE CORPS**

Abolished Minutes 8-22-56

**B95.1 ASSISTANT DIRECTOR OF PUBLIC WORKS, ADMINISTRATIVE.**

Subject to administrative approval; acts as principal assistant to the director of public works in the administration of certain of the activities of the department of public works; supervises and is responsible for the personnel and activities of the following functions of the Department of Public Works; general office, Bureau of Accounts, Central Permit Bureau and telephone service; approves public contracts and maintains records of progressive and final payments of same; assists in the preparation of project statements and final reports to the State of California for work on state highways and major streets within the City and County of San Francisco, as a basis for gas tax payments; supervises procedure for street improvements under the street improvement acts; responsible for the preparation of supplemental appropriation ordinances, annual budget estimates and personal service requisitions for the department; and performs related duties as required.

Amended, Minutes 3-7-52.

**B97 EXECUTIVE ASSISTANT TO THE CHIEF ADMINISTRATIVE OFFICER.**

Retitled from Executive Secretary, Chief Administrative Officer, Minutes 12-18-53.



B101.1 SUPERVISOR, VETERANS' EXEMPTION BUREAU, ASSESSOR'S OFFICE  
Under general direction: Supervises and directs the employees of the Veteran's Exemption Bureau in determining veteran's qualifications and eligibility for exemption for tax purposes; maintains all records and correspondence in relation thereto; is responsible for the instruction and training of all clerical assistants; prepares statistical reports; acts as official representative of the Assessor on matters pertaining to veteran's exemptions; and performs related duties as required.

New Class Minutes 3-14-56.

B105 CASHIER "B" Under direction: for a department continuously receives and accounts for city and county moneys of moderate amount, involving a knowledge of laws affecting the collection thereof; is responsible for the computing, collecting and accounting for all moneys due in such offices as the sheriff's or recorder's office; may be responsible for the disbursement of moneys; maintains accounting and other records in connection with such actions; or acts as principal assistant to the cashier, tax collector's office, in supervising a large group of tellers and general clerks who are collecting or paying out money; is responsible for the accounting therefor; and performs related duties as required.

Amended, Minutes 10-29-54, Effective 7-1-1955.

B105c CASHIER "B" (County Clerk)

Sub-Title Abolished, Minutes 10-5-51.

B105d CASHIER "B" (Municipal Court)

Sub-Title Abolished, Minutes 10-5-51.

B105f CASHIER "B" (Water Department)

Sub-Title established Minutes 5-22-57, Effective 7-1-57.

B106 CASHIER, ASSESSOR'S OFFICE

Abolished Minutes 8-22-56.

B108 CASHIER "A"

Abolished, Minutes 9-18-53.

B109 CASHIER, WATER DEPARTMENT.

Abolished, Minutes 7-3-52.



B120 DIRECTOR OF ACCOUNTS AND RECORDS, ASSESSOR'S OFFICE,  
Abolished, Minutes 11-21-52.

B159 ASSISTANT LAW CLERK. Under supervision assists a Law Clerk by performing duties requiring knowledge of statutory law relating to the department in which employed, and to legal procedures and processes; also registers and indexes court filings or actions; maintains files of such actions; and performs related duties as required.

New Class Minutes 5-2-56, Effective 7-1-56.

B160 LAW CLERK. Under direction: performs duties requiring thorough knowledge of statutory laws relating to department concerned and exercise of independent judgment, e.g., issues court processes and receives filings of court actions in superior courts; makes entries in registers, indexes and dockets; prepares daily calendar of cases being prosecuted or defended by city attorney, and maintains record of service papers thereof; and performs related duties as required.

B160b LAW CLERK (County Clerk)

B160c LAW CLERK (City Attorney)

B160d LAW CLERK (Sheriff)

Amended, Minutes 10-5-51

B164 SENIOR LAW CLERK. Under general direction: performs duties requiring thorough knowledge of statutory laws relating to the department concerned, involving responsibility for a function of a department and also the exercise of independent judgment, e.g., performs the work of the marriage license bureau of the county clerk's office and directs the work of others performing such duties including maintenance of records and issuance of marriage licenses; performs duties of law clerk and in addition supervises the work of a group of subordinates in the county clerk's office; and performs related duties as required.

Amended Minutes 10-29-54. Effective 7-1-1955.

B168 CHIEF CLERK, COUNTY CLERK'S OFFICE. Under general administrative direction: assists in the administration of all units of the County Clerk's office, involving the exercise of independent judgment based on a thorough knowledge of the laws of the State, both criminal and civil, as they relate to procedure in both lower and Superior Court; acts for the County Clerk in his absence; and performs related duties as required.

Amended Minutes 10-24-56.





**B186 ESTATE INVESTIGATOR.** Under general supervision: assists the Senior Estate Investigator in the investigation and preservation of the assets of estates coming under the jurisdiction of the Public Administrator's Office; interviews friends and relatives of decedent and searches decedent's effects for valuables or evidence of assets and names and addresses of heirs; inventories decedent's effects and directs delivery and storage; posts creditors claims to register of estates; and performs related duties as required.

New Class Minutes 5-2-56, Effective 7-1-56.

**B188 SENIOR ESTATE INVESTIGATOR.** Under general direction: Is responsible for the investigation and preservation of the assets of decedent's estates coming under the jurisdiction of the Public Administrator's Office; takes possession of all personal property; appraises assets of any business belonging to estate and examines income and sales tax returns; locks and seals residences and business properties; investigates to ascertain next of kin; examines and recommends approval or rejection of claims against estate; corresponds with heirs, legatees and other persons interested in estate; arranges for burial of deceased; supervises estate investigator and clerical personnel; and performs related duties as required.

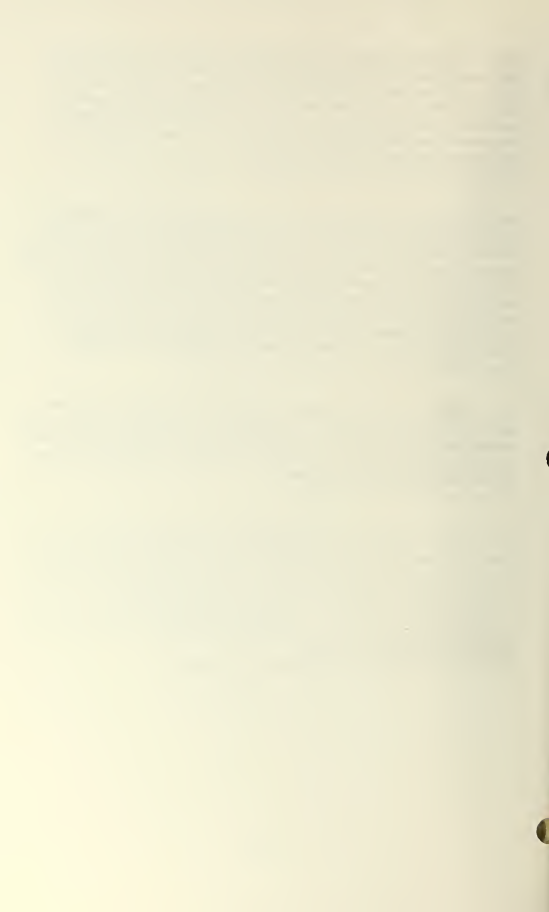
New Class Minutes 5-2-56, Effective 7-1-56.

**B190 INHERITANCE TAX EXAMINER.** Under general supervision: examines safe deposit boxes in the estates of deceased persons; inventories all assets of value; releases funds and other assets of decedents; makes tax computations and prepares receipts; interviews surviving beneficiaries, fiduciaries, and attorneys for estate; and performs related duties as required.

New Class Minutes 5-2-56.

**B192 SENIOR INHERITANCE TAX EXAMINER.** Under general direction: performs duties requiring thorough knowledge of statutory law relating to inheritance taxes; examines safe deposit boxes in the estates of deceased persons; inventories all assets of value; releases funds and other assets of decedents; interviews surviving beneficiaries, fiduciaries and attorneys for estates; makes tax computations and prepares receipts; supervises inheritance tax examiner and clerical personnel in division; acts for the Supervisor, Inheritance Tax Division, in his absence; and performs related duties as required.

New Class Minutes 5-2-56, Effective 7-1-56.



**B232 ADMINISTRATIVE ASSISTANT, HETCH HETCHY OPERATIONS.**

Under general direction: plans, directs and supervises the operation of the Moccasin Clubhouse and the dormitories and cookhouses at Early Intake, Mather, O'Shaughnessy Dam and Lake Eleanor; directs and supervises the operation of the Hetch Hetchy Administration Office at Moccasin and warehouses, including requisitioning of materials, supplies and equipment, and disbursement of same, and preparation of time rolls, power reports, meal and lodging reports, industrial injury reports, annual inventory, etc.; maintains record of inventories and expenditures; assists in the preparation of budget requests and other financial and statistical reports; and performs related duties as required.

New Class, Minutes 7-3-52.

**B234b HEAD CLERK, CHIEF ADMINISTRATIVE OFFICER.**

New Sub-Class, Minutes 7-25-52.

**B234n HEAD CLERK, RETIREMENT**

Re-Allocated to B244 Junior Actuary, Minutes 1-11-52.

**B240 CHIEF, BUREAU OF RECORDS AND STATISTICS, DEPARTMENT OF PUBLIC HEALTH.**

Under general direction: Directs, supervises and coordinates the work of the Bureau of Records and Statistics, the activities of birth and death registration and the collection, compilation, tabulation, analysis and presentation of statistics and statistical information relating to Public Health; analyzes record keeping and statistical methods used in the various bureaus and services of the Department of Public Health, and recommends elimination, consolidation or changes in methods of reporting: standardizes records and reports and consolidation of public health information to be used for statistical summaries, news releases, budget presentation, etc.; plans and supervises statistical research; supervises the preparation and analysis of reports; addresses interested groups regarding public health records and statistics: prepares articles for weekly public health bulletin and for publication; and performs related duties as required.

New Class Minutes 11-19-54.

**B242 BLOCKBOOK DRAFTSMAN.**

Abolished, Minutes 1-28-52, Effective 7-1-52; 8-22-56



**B244 JUNIOR ACTUARY.** Under direction: makes actuarial calculations requiring knowledge of actuarial formulae and tables; assists in maintaining actuarial records for periodic investigation and valuation; assists in computing benefits and their values, requiring knowledge of retirement law; assists in preparing rolls for payment of benefits; explains retirement law and tabulation of benefits to members of System; and performs related duties as required.  
New Class, Minutes 1-11-52.

**B 251 SUPERVISOR OF PARKING METER COLLECTIONS.**  
Retitled from Senior Parking Meter Collector,  
Minutes 12-18-53.

**B253 INTERPRETER.**  
New Class, Minutes 8-31-51.  
Abolished, Minutes 1-28-52, Effective 7-1-52.

**B311 BOOKKEEPING MACHINE OPERATOR.** Under general supervision: performs duties requiring an elementary knowledge of bookkeeping, and skill and experience in the operation of machine bookkeeping devices, in addition must have ability to learn to operate specialized equipment; in the controller's office maintains the appropriation ledgers, or the warrant register on a complex accounting machine and prepares monthly summaries of the accounting and financial data reflected thereon; operates a bookkeeping machine used for the batching of warrants and Incumbrance liquidations; in the water department operates special billing and accounting machines calculating and preparing water bills; balances arrearage controls; performs clerical duties pertaining to the review of meter field books, estimating bills for meters not read, reporting necessity for field inspections or changes in meters or dials; and performs related duties as required.  
Amended Minutes 7-23-54.

**B311 BOOKKEEPING MACHINE OPERATOR.**  
Amended Minutes 1-20-56. Amendment rescinded 4-18-56.

**B311.1 BILLING MACHINE OPERATOR**  
New Class Minutes 1-20-56. Rescinded 4-18-56.



8354.1 SENIOR STOREKEEPER. Under direction: audits and inspects all store-keeping stations of the Purchasing Department; reports on effectiveness of store-keeping procedures being used; makes recommendations for improving storekeeping procedures to the end that all such operations will be using similar and the most modern procedures to effect the most efficient type and operation; will be in charge of all storekeeping activities at the station to which he is assigned which includes supervision of employees, requisitioning, receipt, inspection, storing and inventory of a wide variety of supplies and equipment; and performs related duties as required. New Class Minutes 6-13-56.

B356 ASSISTANT CUSTODIAN OF VOTING MACHINES. Under general direction: acts as principal assistant to the Custodian of Voting Machines; assists in the receipt, checking, storing and issuing of voting machines and election supplies and the keeping of required records thereof; trains and directs the work of subordinates who insert ballot labels in machines; set, check and seal such machines, and recanvass the votes cast; assists in directing the moving, warehousing, and maintenance and repair of machines; acts for the Custodian of Voting Machines in his absence; and performs related duties as required. New Class, Minutes 5-23-52. Effective 7-1-52.

B423 ASSISTANT TO CITY LIBRARIAN.  
Abolished, Minutes 1-27-53. Minutes 2-6-53. Effective 7-1-53.

B430 CONFIDENTIAL SECRETARY TO SUPERINTENDENT OF SCHOOLS.  
Under general direction: acts as confidential secretary to the Superintendent of Schools; transmits instructions from the Superintendent to the staff; supervises Superintendent's secretarial and clerical staff; answers and initiates correspondence; receives Superintendent's callers and determines referrals of their business; takes Superintendent's confidential dictation; and performs related duties as required. Renumbered from Class B85. Amended Minutes 8-3-55.





B560 COMMUNICATIONS CLERK, SAN FRANCISCO INTERNATIONAL AIRPORT. Under general supervision: performs varied typing, telephone operating, and clerical work in the Communications Division of the San Francisco International Airport, requiring considerable training, skill and experience: operates public address system and maintains log of announcements; operates telephone exchange; attends information counter; furnishes information to public and others relative to scheduled air carrier activities, civil aeronautics authority, airport tenants; makes daily check of baggage storage lockers, removes and holds contents left over twenty-four hours, collects proper fees for service; types and cuts stencils pertaining to airline announcement forms, consolidated arrival schedules, survey reports, orders, requisitions, airport telephone directory, rosters, correspondence and memoranda; operates Lost and Found Department; receives and relays emergency messages by use of fire and emergency alarm system; and performs related duties as required. New Class, Minutes 12-14-55. Effective 7-1-56.

B562 SUPERVISOR, COMMUNICATIONS DIVISION, SAN FRANCISCO INTERNATIONAL AIRPORT. Under general direction: supervises and trains a group of subordinates in the activities of the Communications Division of the San Francisco International Airport which includes continuous operation of central fire alarm and dispatching station, public address system, telephone exchange, baggage storage lockers, Lost and Found Department, public information center; when directed, confers with air lines and governmental agencies concerning communication system requirements and procedural practices; investigates requests from airport divisions and tenants for telephone company service, issues orders for necessary service, maintains records of telephone equipment on airport system, verifies bills, approves payment to telephone company; bills airport tenants for telephone service; supervises publishing and distribution of airport telephone directory; secures and catalogs necessary reference material for dissemination of airport information to the public; initiates and answers correspondence and inquiries relating to lost and found articles; prepares requisitions for division materials and supplies and necessary contractual services; makes required reports relative to placement of personnel and frequency and type of service; and performs related duties as required. New Class Minutes 12-14-55. Effective 7-1-56.

B600 SUPERVISOR, HOSPITALITY HOUSE  
Abolished 10-29-54, Effective 7-1-55.

B602 RECEPTIONIST, HOSPITALITY HOUSE.  
Abolished 10-29-54, Effective 7-1-55.



## DIVISION C (CUSTODIAL SERVICE)

### C103 CHECKROOM ATTENDANT.

Abolished, Minutes 10-29-54, Effective 7-1-55.

### C154 NIGHT WATCHMAN, CALIFORNIA CABLE DIVISION.

Abolished, Minutes 10-16-53.

## DIVISION D (DETENTION SERVICE)

D4 SERGEANT-AT-ARMS, BOARD OF SUPERVISORS. Under general supervision maintains order at meetings of Board of Supervisors and at meetings of committees of the Board; and performs related duties as required.

Adopted, Minutes 5-15-53. Effective 7-1-53.

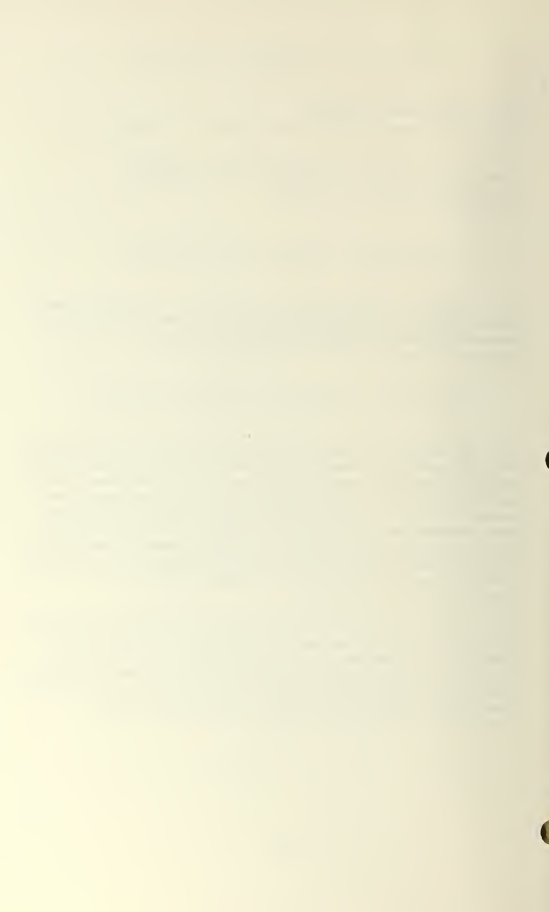
## DIVISION E (ELECTRICAL TRADES SERVICES)

E52 FIRE DISPATCHER. Under general supervision: performs duties requiring the skill of an experienced telegraph operator, such as operating telegraph and radio transmitting equipment in the reception of fire alarms, relaying alarms to all fire companies, receiving and sending messages in Morse Code; assigns equipment in response to "still alarms"; tests circuits and assists in locating circuit defects; makes emergency repairs to central station equipment; receives and refers complaints re traffic signals out of order; makes timing adjustments on signals on control board as required; monitors operation of police radio transmitter to determine quality of reception; and performs related duties as required.

Amended, Minutes 5-16-52.

E110.1 SENIOR RADIO MAINTENANCE MAN. Under direction: performs the duties of a Radio Maintenance Man, and in addition plans and directs the work of Radio Maintenance Men who may be working at different locations; maintains records of servicing, inventories, Federal Communication Commission licenses, etc.; requisitions and checks delivery of supplies; estimates costs; keeps time of subordinates; makes required reports; and performs related duties as required.

New Class, Minutes 7-11-52.



E116 SUPERINTENDENT OF PLANT.  
Amended and Retitled to

E116 SUPERINTENDENT OF ELECTRICAL MAINTENANCE AND OPERATION,  
DEPARTMENT OF ELECTRICITY. Under general administrative direction:  
has charge of maintenance of equipment and apparatus in connection with the central fire alarm station; directs the field construction according to specifications of police, fire and traffic signal system devices; directs the field maintenance of police and fire alarm systems including signal apparatus in police stations and fire houses, traffic signal systems, teletype system, mobile and fixed radio systems and air raid warning signals; maintains public address systems; supervises personnel engaged in maintenance of such systems; keeps time and production records; requisitions and checks delivery of materials; acts for the Chief, Department of Electricity, in his absence; and performs related duties as required.  
Amended Minutes 12-3-54.

E210 GENERAL FOREMAN ELECTRICAL RAILWAY SHOP MECHANIC.  
Abolished, Minutes 9-18-53.

E220 SUPERVISOR OF ELECTRICAL PROPULSION EQUIPMENT, MUNICIPAL RAILWAY. Under general direction: supervises and is responsible for the inspection, servicing and repairing of all street cars, trolley coaches, and cable cars of the Municipal Railway; distributes repair work on electrical propulsion equipment between garages and advises foreman on design modifications; formulates and analyzes reports relative to electrical and mechanical equipment; confers with other departmental representatives concerning equipment performance, operational standards and measures to be initiated; requisitions materials and parts necessary for the repair and maintenance of street cars, trolley coaches and cable cars; supervises preparation of daily time card of employees of the Electric Railway Shop Department; and performs related duties as required.  
New Class, Minutes 12-19-52.



**E250 SUPERINTENDENT OF POWER AND PLANT, MUNICIPAL RAILWAY.** Under general direction: supervises and directs the maintenance and repair of (a) lines, including overhead lines, pole facilities, feeders, underground feeders, block and warning signals, intercommunication and telephone equipment, and electrical lighting equipment; after survey and conference with Utilities Engineering Bureau, may direct the construction or installation of new or changed overhead line routes; (b) power conversion equipment at power substations including automatic rectifier (Mercury Arc) substations, motor generator (rotary conversion) substations and cable station motors; directs the periodic inspection of equipment used; (c) street railway track including roadbeds, cable road track, and the replacing of curved rails; (d) approves requisitions, recommends repairs, submits estimates of costs, directs investigations of complaints, supervises assignment of personnel; and performs related duties as required.  
New Class, Minutes 11-16-55.

**DIVISION F  
(ENGINEERING, ARCHITECTURAL AND CITY PLANNING SERVICE)**

**F 3 ASSISTANT DIRECTOR OF PUBLIC WORKS, MAINTENANCE AND OPERATION.** Subject to administrative approval: acts as principal assistant to the director of public works in the maintenance and operation activities of the department of public works; supervises and is responsible for the personnel and activities of the following bureaus; building repair and janitorial service, sewer maintenance and repair, street cleaning and street repair, asphalt plants, sewage pumping stations other than those in sewage treatment plants; and performs related duties as required.  
Amended, Minutes 3-7-52.

**F50 MAINTENANCE CHIEF.**  
Abolished, Minutes 5-24-54, Effective 7-1-54.

**F51 AIRPORT ATTENDANT.** Under general supervision - records aircraft arrivals and departures; assigns loading positions when required to assure sustained flow of traffic; checks and reports on utilization of common airport facilities by air carriers and other tenants; patrols and inspects airport physical facilities with particular emphasis on airfield lighting, runways, taxiways and aprons; reports necessity for corrective action; checks and reports on field traffic caused by maintenance and construction; polices airport properties and enforces airport rules and regulations and the California Vehicle Code; performs maintenance duties as assigned; responds to crash signals and fire alarms; and performs related duties as required.  
Amended Minutes, 7-11-56.





**F52 CREW CHIEF, SAN FRANCISCO AIRPORT**  
Amended and Retitled to

**F52 ASSISTANT SUPERVISOR OF AIRPORT SERVICES.** Under direction: during an assigned tour of duty is responsible for and is in immediate charge of operation of airport ground facilities involving the supervision and training of subordinates and including responsibility for inspection of these facilities, particularly airfield lighting, runways, taxiways and aprons; is responsible for preparation and distribution of notices regarding current field and lighting conditions as required by Federal regulations; directs enforcement of airport rules and regulations and California Vehicle Code; oversees recording of aircraft arrivals and departures; investigates and coordinates utilization of common airport facilities by air carriers and other tenants; directs maintenance work when required; during absence of superior officers is responsible for operation of entire facility; makes reports; and performs related duties as required.  
Amended Minutes, 6-26-57.

**F53 CREW CHIEF, SECURITY SECTION, SAN FRANCISCO AIRPORT.**  
Abolished, Minutes 9-18-53.

**F53 SUPERVISOR OF MAINTENANCE, AIRPORT BUILDINGS**  
New Class, Minutes 8-13-54. Abolished 8-22-56.

**F54 SUPERVISOR OF MAINTENANCE, AIRPORT GROUNDS.** Under general direction is responsible for the maintenance and repair of all roads, runways, taxiways, aprons, sidewalks and all other paved areas at San Francisco International Airport, including painting and sweeping of same; is responsible for the proper functioning of all field drainage facilities (except pumping plants) including ground and pavement surfaces, the cleaning and repair of all surface and subsurface drainage facilities, such as ground surfaces, drainage gate structures, tide gates, drainage canals and ditches, pipes and related facilities and appurtenances; is responsible for all underground and above ground electrical facilities except those within a building or structure, including the runway lighting system; is responsible for the maintenance and repair of all airport owned vehicles and equipment; is responsible for the maintenance of the levee around the airport and other embankments necessary for the protection of airport property from damage by the elements; is responsible for the general maintenance and upkeep of grounds for the safety of the public and for employees and users of the airport, and for the general appearance and cleanliness of airport grounds; requisitions materials and supplies; initiates, processes and follows through to completion contractual work relative to ground and drainage facilities; supervises the keeping of records of maintenance activity under his direction; and performs related duties as required.  
New Class, Adopted Minutes 5-24-54, Effective 7-1-54.



F58 SUPERVISOR OF AIRPORT SERVICES. Under general direction: assists in administering the operation and security functions of the Airport Department; controls use of airport operational facilities such as airfield lighting, aprons, runways, taxiways, etc.; is responsible for the inspection and proper use of airport facilities by concessionaires and for policing of airport properties; assists in investigations and reports on complaints, general airport traffic problems, enforcement of airport rules and regulations and California Vehicle Code; requisitions material and supplies; in the absence of superior officers is responsible for operation of entire facility; and performs related duties as required.  
Amended Minutes, 6-26-57.

F202 INSPECTOR OF PUBLIC WORKS CONSTRUCTION. Under general supervision: performs inspection duties on engineering projects such as streets, sewers, sidewalks, walls, etc., sees that materials and workmanship conform to plans and specifications, and that lines and grades are followed; makes cost and progress reports; works alone on minor projects or under immediate supervision on major projects; in an assigned district investigates the condition of streets, sidewalks, and side sewers; sees that retaining walls conform to ordinances relating thereto, that openings in streets are properly backfilled and repaved, and that streets are kept clear of obstructions; investigates complaints relating to these matters; makes required reports; locates leaks in the water system by means of sensitive electrical instruments; may supervise subordinates; and performs related duties as required.  
Amended, Minutes 1-30-53.

F216 SUPERINTENDENT, BUREAU OF SEWER REPAIR  
Amended and Retitled to

F216 SUPERINTENDENT, BUREAU OF SEWER REPAIR AND SEWAGE TREATMENT. Under general administrative direction: is responsible for all activities of the Bureau of Sewer Repair and Sewage Treatment, cooperates with the Bureau of Engineering in developing sewer reconstruction and sewage treatment programs; directs the personnel of the bureau in the cleaning and removal of debris from sewers and catch basins, the repair of sewers, catch basins and side sewer connections, the making of such connections; directs the operation and maintenance of sewage pumping stations, sewage treatment plants and control of industrial waste discharge; approves requisitions for supplies; and performs related duties as required.  
Amended Minutes 1-21-55, Effective 7-1-55.

F350 HYDROGRAPHER. Under general direction: Locates, installs, and maintains stations and shelter structures for measuring and recording devices; collects and processes hydrographic and meteorologic data; prepares charts, maps and reports; maintains continuous records of water supply and consumption, reservoir, and aqueduct operation, meteorological data, hydrological surveys, and related data; observes and inspects well drilling; collects data on the appropriation of water; makes simple hydraulic calculations; secures water samples for analyses; collects snow survey data; makes required reports; may supervise subordinates; and performs related duties as required.  
New Class, Minutes 1-30-53.



F352 ASSISTANT HYDROGRAPHER. Under general supervision: assists in the installation and maintenance of stations and shelter structures for measuring and recording devices; assists in the collection and processing of hydrographic and meteorological data and in the preparation of charts, maps, and reports; makes simple hydraulic calculations; secures water samples for analyses; collects snow survey data; assists in making field surveys; and performs related duties as required.

New Class, Minutes 1-30-53.

F410b.1 ENGINEER (MECHANICAL) PUBLIC WORKS.

Sub-Title Abolished, Minutes 6-4-54.

F410b.2 ENGINEER (MECHANICAL) PUBLIC UTILITIES.

Sub-Title Abolished, Minutes 6-4-54.

F410b.3 ENGINEER (MECHANICAL) FIRE.

Sub-Title Abolished, Minutes 6-4-54.

F410b.4 ENGINEER (MECHANICAL) BUILDING INSPECTION.

Sub-Title Adopted Minutes 8-15-57.

F412a.3 SENIOR ENGINEER (CIVIL) CONSTRUCTION.

New Sub-Class, Minutes 11-15-51.

F413 SENIOR ENGINEER, HETCH HETCHY WATER AND POWER SYSTEM.

Under general administrative direction, with wide latitude for independent action and decision: responsible for the operation and maintenance of reservoirs, dams, tunnels, pipe lines, water treatment plants, powerhouses, transmission lines, communication systems, roads, buildings, shops and appurtenant facilities of the Hetch Hetchy Water and Power System, requiring the professional knowledge and experience of a Senior Engineer; supervises subordinates in performance of such duties and in the performance of the personnel, accounting, fiscal and purchasing procedures of the operation; makes required reports; and performs related duties.

New Class Minutes 10-3-56

F524 WATER PURIFICATION ENGINEER II

Abolished, Minutes 10-26-51.



F524 ASSISTANT ENGINEER II, WATER PURIFICATION. Under direction: performs duties requiring a knowledge of general water supply engineering particularly as it applies to water purification in connection with watersheds, reservoirs, pipe lines, and other parts of water supply system; supervises the maintenance of a pure water supply, and the chlorination, coagulation, fluoridation, and treatment of water; makes research studies, special investigations and inspections of watersheds, reservoirs, flumes, and pipe lines to the end that purity of water supply and sanitary conditions shall obtain; assists in the direction of laboratory tests and analyses of water; and performs related duties as required.  
New Class, Minutes 1-2-57.

F526 ENGINEER WATER PURIFICATION. Under general direction: performs duties requiring a knowledge of general water supply engineering particularly as it applies to water purification in connection with watersheds, reservoirs, pipe lines and other parts of the water supply system; is responsible for maintenance of a pure water supply, and the chlorination, coagulation, fluoridation and treatment of water; is responsible for directing research activities and special investigations and inspection of watersheds, reservoirs, flumes, and pipe lines, to the end that purity of water supply and sanitary conditions shall obtain; directs laboratory tests and analyses of water; supervises subordinates in performance of such duties; and performs related duties as required.  
New Class, Minutes 1-2-57.

F570 ASSOCIATE COORDINATOR URBAN RENEWAL. Under general administrative direction with wide latitude for independent and unreviewed action and decision: coordinates and correlates activities of agencies engaged in urban renewal; carries out the Mayor's directives and reports directly to him on all matters relating to urban renewal; under the general direction of the Coordinator of Urban Renewal, is responsible for initiating administrative procedures, recommending legislation, bringing City policies and procedures into conformity with Federal requirements; and performs related duties as required.  
New Class, Minutes 6-12-57.

F704 SENIOR VALUATION ENGINEER. Under general direction: analyze exhibits furnished by utility company to determine whether or not claim can be substantiated prepare cross-examination material; appear as witness and testify if necessary; assist in the preparation of briefs and oral arguments for filing at conclusion of case; search records of prior cases; determine how rates shall be spread (either on value or cost of service); and performs related duties as required.  
Class Re-Established, Minutes 6-5-53.

F706 CHIEF VALUATION ENGINEER  
Amended and Retitled to:





F706 CHIEF VALUATION AND RATE ENGINEER. Under general administrative direction: plans and directs evaluation of properties of public utility corporations for rate making and condemnation; makes studies and recommendations relative to rate of return, rates, and service of public utility corporations for presentation to the State Public Utilities Commission and the Board of Supervisors; makes studies and recommendations relating to franchises to be granted by the Board of Supervisors; at direction of City Attorney, participates in and represents the city at rate hearings of electric, gas, transportation and communication utilities and on other matters before the State Public Utilities Commission; in connection with all of the foregoing, prepares exhibits and reports, appears as expert witness, analyzes operating reports of utilities and recommends reasonable operating expenses, makes studies of depreciation accounting for plant retirements and determination of federal income taxes; performs related duties as required.  
Minutes 1-21-57. Effective 7-1-57.

F814 CITY PLANNING ASSISTANT.  
Abolished, Minutes 9-18-53.

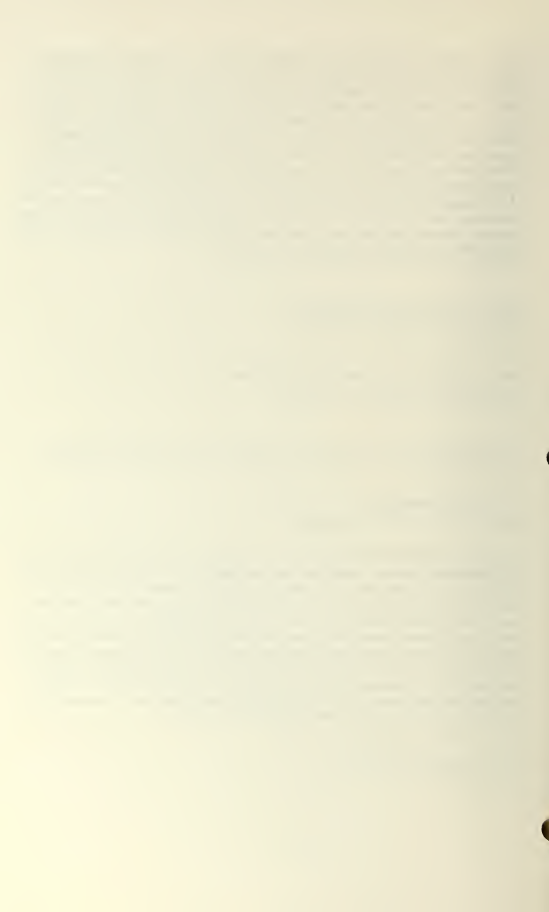
F816 JUNIOR CITY PLANNING ASSISTANT.  
Abolished, Minutes 1-30-53.

#### DIVISION G (EXAMINING AND EVALUATION SERVICE)

G 2 LAND APPRAISER.  
Abolished Minutes 6-26-57.

G 3 REAL PROPERTY APPRAISER. Under direction with latitude for the exercise of independent judgment: appraises land, buildings and other improvements to real property in an assigned district for assessment purposes; makes field surveys and revaluations when required; prepares land valuation maps and other data; maintains records of fluctuating material and labor statistics pertaining to buildings and other improvements; recommends unit values; analyzes data and factors pertaining to land and building values; investigates complaints regarding land, building and improvement assessments; explains and justifies assessments on land, buildings or other improvements when necessary; checks, compares and reconciles valuations of land, buildings and improvements to the end that equity and proportion in assessed valuations be maintained; and performs related duties as required.  
New Class, Minutes 6-26-57.

G 8 BUILDING APPRAISER  
Abolished Minutes 6-26-57



G15 PROPERTY AUDITOR, ASSESSOR'S OFFICE. Under direction: performs duties requiring a knowledge of accounting and auditing procedure, such as examining and auditing books and records of property owners and analyzing inventories in order to determine value of personal property or verifying accuracy of returns made under the Purchase and Use Tax Ordinance; assembles statistical data related to assessment problems and procedure; may be required to set up records of market fluctuations affecting commodities, construction costs and realty values and prepare analyses of these; and performs related duties as required.  
Amended Minutes 5-20-55. Effective 7-1-55.

G16 SUPERVISING PERSONAL PROPERTY APPRAISER  
Amended and Retitled to

G16 SUPERVISING PROPERTY AUDITOR. Under general direction: as assigned is responsible for the assessment on an equalized basis of all taxable personal property in an assigned district, area, or section and/or taxable personal property of a designated classification; or as assigned directs audits of taxpayers' accounts to verify accuracy of returns made pursuant to the Purchase and Use Tax Ordinance; directs the work of one or more property auditors engaged in examining and auditing taxpayers' accounting records, or analyzing taxpayers' inventories, and in setting up records as to market fluctuations affecting commodities; recommends to the chief personal property appraiser such changes in districts, classifications, standard, or procedures as in his judgment may be justified; trains, instructs and supervises property auditors assigned to him; and performs related duties as required.  
Minutes 5-20-55. Effective 7-1-55.

G20 CHIEF ASSISTANT ASSESSOR. Subject to administrative approval: acts as principal assistant to the Assessor; supervises all functions of the Assessor's office; as assigned represents the Assessor before public or private organizations and represents him in all matters relating to the assessment of taxable property in the city and county; and performs related duties as required.  
Amended, Minutes 11-21-52.

G21 ADMINISTRATIVE ASSISTANT, ASSESSOR'S OFFICE. Under general direction: acts as administrative assistant to Assessor; makes procedural investigations, analyses and recommendations for improvement of operations and better service to the public in Assessor's office; coordinates preparation of annual budget; prepares press releases, statements, reports and data for information of the public; acts as expert consultant on public relations questions; maintains contacts with press and other public information media; prepares and, as directed, delivers talks on procedures and policies of Assessor's office; and performs related duties as required.  
Amended, Minutes 11-21-52.



**G21 ADMINISTRATIVE ASSISTANT TO ASSESSOR.**

Retitled with no change in Duties, Minutes 1-27-53,  
Effective 7-1-53.

**G22 REAL ESTATE ANALYST.** Under general administrative direction: Is responsible for the conduct of statistical and economic surveys as they relate to conditions and trends in the real estate market for use in determining equitable assessed values and anticipating changes affecting real property values; makes rental and vacancy studies; makes studies of change of neighborhood pattern, effect of freeways on valuations, effect of redevelopment on valuations, population trends by areas, effect of new major regional shopping areas on existing shopping areas, consideration of extensive motel construction on valuation of hotels; analyzes sales of large properties to determine if factors other than value influenced sales prices; forecasts trends in real estate values on the basis of research and analysis; maintains liaison with State Division of Assessment Standards; confers with real estate boards and similar organizations; acquaints the public and interested organizations with the changing developments in assessment policies; prepares reports and as assigned represents the Assessor before legislative and other public bodies; and performs related duties as required.

New Class, Minutes 3-28-56

**G31 ADMINISTRATIVE TECHNICIAN.** Under direction: assists in making surveys and analyses of organizational activities, methods and procedures; makes or assists in making studies of organizational structure, work flow, and similar studies; assists in development and installation of administrative procedures; does research on administrative problems; makes investigations to determine the necessity for employments; gathers and analyzes data in connection with items in the budget estimates and requests for supplemental appropriation; makes required reports; requires knowledge of personnel administration including budgetary and fiscal matters; and performs related duties as required.

Amended, Minutes 12-5-52.

**G32 JUNIOR ADMINISTRATIVE TECHNICIAN.** Under supervision: collects and analyzes data for use in the preparation of reports on administrative, budgetary, fiscal or procedural problems, or on specific activities in city or county departments; assists in research on such problems and activities; assists in surveys and analyses of organization activities, methods and procedures, and in the development and installation of administrative procedures, assists in preparing reports; when assigned may assist in routine work involved in the maintenance of accounts, purchasing procedures, inventories, and in the preparation of information required for State and Federal grants-in-aid and subventions; and performs related duties as required.

New Class, Minutes 12-19-56



**G54 SPECIAL CIVIL SERVICE EXAMINER.**

Abolished, Minutes 1-27-53, Effective 7-1-53.

**G58.1 CIVIL SERVICE EXAMINER (PROFESSIONAL) AND TECHNICAL ENGINEERING.**

Abolished, Minutes 1-27-53, Effective 7-1-53.

**G153 INSPECTOR, TAX COLLECTOR'S OFFICE.** Under direction: Investigates accounts held for collection by the tax collector; investigates claims, assets and attachable property in connection with such accounts; and/or checks on business firms in an assigned district to see that city and county registration certificate is on exhibit and that firms are collecting purchase and use tax from consumers and are remitting correct amounts to the tax collector; makes recommendation for adjustments; collects money for License Bureau, Delinquent Revenue Bureau, and Purchase and Use Tax Bureau in the field and accounts for same; makes required reports; serves subpoenas; gathers legal data for presentation of legal actions; appears in court or before credit groups when necessary; and performs related duties as required.

Amended, Minutes 4-10-53.

**G202 RIGHT OF WAY AGENT.** Under general direction: appraises property; makes recommendations; conducts negotiations for the purchase, sale, lease and rental of land, rights of way, easements, buildings and other real property on behalf of all departments of the city and county, the San Francisco Unified School District, the Parking Authority and other agencies; cooperates with the City Attorney in the presentation of appraisals and testimony in court in eminent domain proceedings; conducts negotiations for the settlement of real property damage claims; makes required reports; maintains records; and performs related duties as required.

Amended, Minutes 12-18-53.

**G203 SENIOR RIGHT OF WAY AGENT.** Under general direction: supervises right-of-way personnel engaged in the appraisal of property, and in negotiations for the purchase of property and settlement of damage claims; reviews appraisals and negotiations in connection with the purchase and sale of real property by the City. The San Francisco Unified School District, The Redevelopment Agency, The Parking Authority and other agencies and makes recommendations and required reports thereon; as expert witness, cooperates with the City Attorney in the presentation of appraisals and testimony in court in the cases of properties involved in eminent domain proceedings; makes recommendations; makes required reports; and performs related duties as required.

New Class, Minutes 11-30-51.





## DIVISION H (FIRE SERVICE)

H 4. INSPECTOR, BUREAU OF FIRE PREVENTATION AND PUBLIC SAFETY. Under supervision: makes inspections of buildings, structures and premises to insure compliance with the laws of the State of California and laws and ordinances of the City and County of San Francisco, covering proper, safe and adequate egress, fire prevention, fire protection, fire spread control, installation of appliances and apparatus for extinguishment of fires and sounding of alarms, and proper safeguards for protection of life and property; enforces fire safety standards in the storage of inflammable or combustible materials; gathers evidence and acts as witness in court proceedings; and performs related duties as required. New Class, Adopted Minutes 7-10-53.

H 6 INVESTIGATOR, BUREAU OF FIRE INVESTIGATION. Under supervision: Investigates the cause, origin and circumstances of fires to ascertain if of incendiary origin, or caused by failure to comply with state or city and county laws covering fire prevention and public safety; investigates false alarms; gathers evidence for presentation and secures witnesses for hearings; acts as a witness when necessary; prepares reports and performs related duties as required. New Class, Adopted Minutes 7-10-53.

H22 LIEUTENANT, BUREAU OF FIRE PREVENTION AND PUBLIC SAFETY. Under direction: assists in the supervision of inspectors in the bureau and the assignments of work; reviews reports and recommendations of inspectors; lectures before groups on fire prevention; assists in training of new field personnel; reads and interprets building plans and specifications to insure compliance with State law and city and county ordinances as to fire prevention; prepares reports and performs related duties as required. New Class, Adopted Minutes 7-10-53.

H24 LIEUTENANT, BUREAU OF FIRE INVESTIGATION. Under direction of the Chief of the Division of Fire Prevention and Investigation, is responsible for the activities and functions of the bureau and assignments of work; supervises and directs the work of investigators and reviews reports; conducts hearings on fire investigations and false alarms and prepares cases for court; conducts training meetings with personnel and instructs new personnel on their duties; makes investigations on special fires, explosions and fires of incendiary origin; maintains records of all fires; prepares reports and performs related duties as required. New Class, Adopted Minutes 7-10-53.



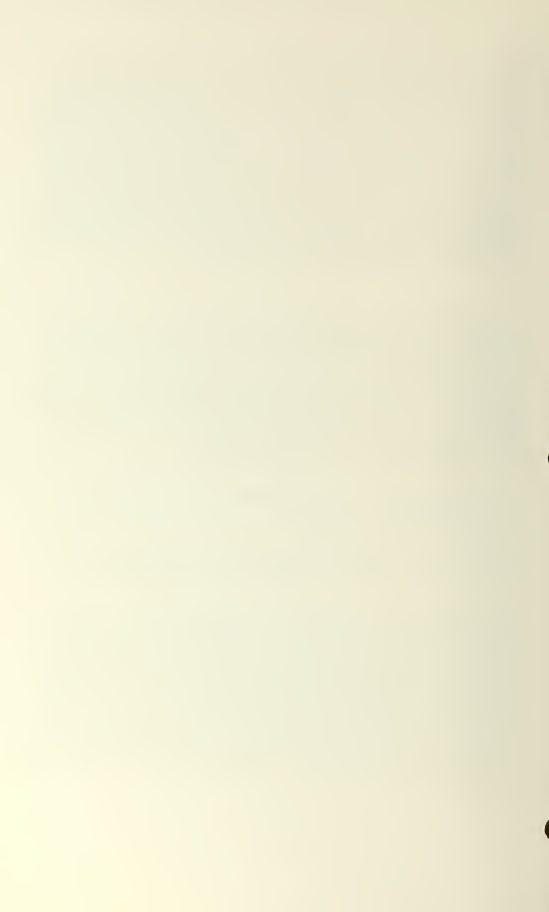
H32 CAPTAIN, BUREAU OF FIRE PREVENTION AND PUBLIC SAFETY. Under general direction of the Chief of the Division of Fire Prevention and investigation is responsible for the activities and functions of the Bureau during an assigned watch; supervises the staff of the bureau and assignments of work; reviews reports of inspectors and officers and makes recommendations; supervises the training of new personnel; lectures before groups on fire prevention; reads and interprets building plans and specifications to insure compliance with State law and City and County Ordinances; prepares letters, instructions and recommendations to owners of property relative to fire prevention and public safety measures; conducts hearings covering violations and prepares cases for court hearing; makes special field inspections on special occupancies; assumes the duties of the Chief of the Bureau during his absence and performs related duties as required.  
New Class, Adopted Minutes 7-10-53.

H34 SUPERVISOR OF ASSIGNMENTS, FIRE DEPARTMENT. Under general direction: supervises movement of companies to alarms of fire; supervises and directs movement of companies covering in to other quarters; receives daily reports of company strength and equalizes manpower when required; assigns relief officers and firemen to compensate for vacations, leaves of absence, sick leaves; assigns officers and firemen to drills, details, special assignments; acts as liaison officer with the fire alarm dispatchers; supervises operation of fire department radio station; and performs related duties as required.  
New Class, Minutes 3-21-56. 5-23-56.

H42 CHIEF, DIVISION OF FIRE PREVENTION AND INVESTIGATION, FIRE DEPARTMENT.  
Abolished Minutes 5-1-57.

H44 SUPERVISING INSPECTOR, BUREAU OF FIRE INVESTIGATION.  
Abolished, Minutes 1-28-52, Effective 7-1-52.

H50 ASSISTANT CHIEF OF DEPARTMENT, FIRE DEPARTMENT. Under general administrative direction; responsible to the Chief of Department for supervision, direction and inspection of fire fighting operations of a major division of the Fire Department consisting of several districts, involving responsibility for efficiency of divisional operations, organizations, personnel and equipment, and for inspection of buildings and dangerous conditions in the division; or as chief or head of the division is responsible to the Chief of Department for supervision, direction and inspection of the activities of the Division of Fire Prevention and Investigation; or for supervision, direction and inspection of the activities of the Division of Training; makes required reports; and performs related duties as required.  
Amended Minutes 5-1-57.



H110 MARINE ENGINEER OF FIRE BOATS. Under general supervision: during an assigned watch is responsible for the operation, care and maintenance of marine steam engine or diesel engine and auxiliary equipment on a fire boat; supervises firemen during assigned watch; and performs related duties as required. Amended, Minutes 6-25-54.

H120 PILOT OF FIRE BOATS. Under general direction: during an assigned watch acts as pilot and master of a steam fire boat or diesel powered fire boat, operating on the waterfront and carrying a fire company; cooperates with company officer when landing for fire service; has absolute control and command of fire boats while underway as far as navigation is concerned; is responsible for the safety of boats while at mooring; keeps a log book and enters therein all occurrences pertaining to navigation; and performs related duties as required. Amended, Minutes 6-25-54.

## DIVISION I (INSTITUTIONAL SERVICE)

I 2 KITCHEN HELPER. Under immediate supervision: prepares special foods according to prescribed diets; prepares simple salads, cleans and prepares vegetables; prepares tray for patients; checks dining room linens; cleans equipment and utensils, washes dishes, polishes silverware; when male Kitchen Helpers are so assigned, conveys food and dishes between wards and kitchens; and performs related duties as required. Amended Minutes 2-6-57.

I52 COUNTER ATTENDANT. Under supervision: serves and sells food and beverages; may prepare simple foods such as sandwiches and beverages; washes dishes and keeps refreshment stand clean; sets up and serves food on counters and steam tables; sweeps dining room; checks supplies; cleans equipment; removes dishes; and performs related duties as required. Amended, Minutes 1-16-53.

I53.1 VENDOR HELPER. Under direct supervision: assists Vendors or related classes and sells candies, peanuts, popcorn, soft drinks, tickets, postcards and similar articles; assists in preparing and selling hot dogs; and performs related duties as required. New Class, Minutes 4-11-52.

I60 HOUSEKEEPER. Under supervision: assists in preparation of meals; waits on tables; makes beds; cleans premises; cleans equipment and utensils, washes dishes, polishes silverware; and performs related duties as required. Amended, Minutes 3-12-54.



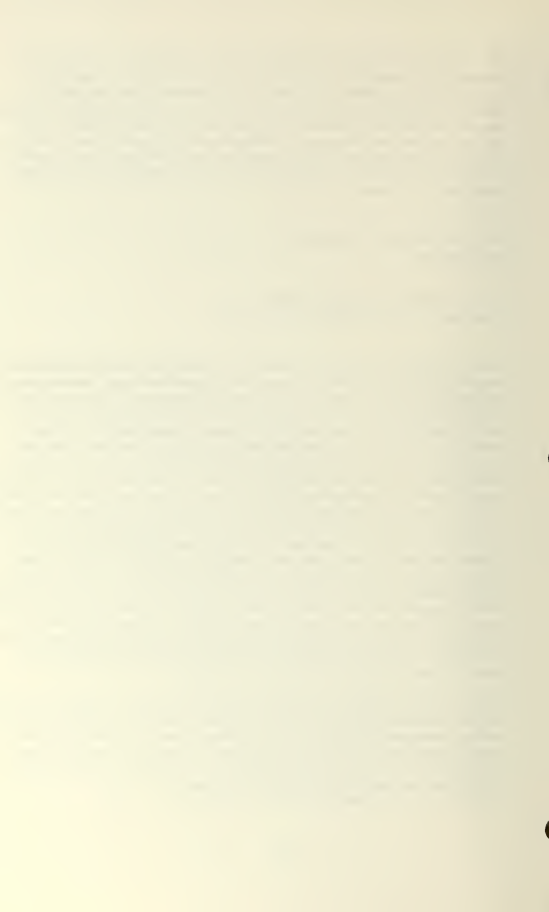
**I182 COOK MANAGER, SECONDARY SCHOOL CAFETERIA.** Under general direction of the Supervisor and Assistant Supervisor of Cafeterias; is responsible for the efficient operation of a secondary school cafeteria; plans, prepares and supervises the preparation and serving of simple meals according to approved menus; supervises maintenance of cafeteria and equipment; orders daily supplies; checks supplies received; keeps records; In addition may also be required to serve, set up steam tables, sell ice cream, candy, sandwiches, soft drinks, etc., act as cashier, account for cash inventories, make reports, and perform related duties as required. Amended Minutes 11-21-56.

**I130 STUDENT PRACTICAL NURSE**  
Retitled to

**I130 STUDENT VOCATIONAL NURSE**  
Minutes 1-11-56. Effective 7-1-56.

**I134 LICENSED VOCATIONAL NURSE.** As assigned and under the direction of the medical staff and/or under the supervision of a registered nurse, renders nursing care to patients in city institutions, or assists a registered nurse in the care of the ill when the performance of such duties requires the training acquired in the satisfactory completion of a formal and approved course of instruction in vocational nursing which shall have included also supervised training in the care of the sick, i.e., admits, transfers and/or discharges patients from wards; assists with physical examinations of patients; applies binders to patients as directed; assists in the application of comfort and safety measures, such as oral hygiene, care of dentures, feet and nails, and placing patients in proper and comfortable positions (such as Fowler's position, etc.); assists in the prevention and care of pressure areas; assists in the use of mechanical devices, such as sand bags, air mattresses, side rails and restraints; collects specimens of body excretions for analysis; applies hot or cold compresses; gives pre-operative care to patients, such as preparing patient for surgery, making local preparation of field for surgery; assists in post-operative care of anesthetized patients, unconscious patients and patients in wet casts; assists in care and sterilization of ward supplies, instruments, syringes and needles; performs irrigations, such as colostomy, throat, etc.; may be asked to assist with clinic patients; and perform related duties requiring the specialized training and experience specified above. New Class, Adopted Minutes 11-13-53.

**I168 LAUNDRY UTILITY MAN.** Under immediate supervision: prepares wet flatwork for processing in flatwork mangle; transfers wet laundry from extractor to sheet shaker; separates wet flatwork; fits it into endless conveyor belt mechanical sheet shaker; wheels sheet rack to mangle and places into position for immediate processing; cleans laundry chutes; trucks linen from chutes to laundry; cleans and sweeps laundry premises; and performs related duties as required. New Class, Minutes 12-7-55. Effective 1-1-56.





I254 SEAMSTRESS. Under supervision; marks linen, blankets, pillows, mattresses and other garments; mends and makes bedding, clothing, mattress covers, etc., special linen and other garments requiring an ability to interpret and follow patterns; makes minor adjustments to machines; and performs related duties as required. Amended Minutes, 8-31-55.

I256 HEAD SEAMSTRESS. Under direction: supervises the operation of the sewing room; supervises a group of seamstresses engaged in measuring, cutting and sewing bedding, clothing, nightgowns, etc., and/or the making of special linen and garments requiring an ability to interpret and follow patterns; drafts and makes patterns for special linens and garments; requisitions materials; and performs related duties as required. Amended Minutes, 11-9-55. 8-31-55.

I258 INSTITUTION BARBER. Under general supervision: performs duties requiring the skill and experience of a journeyman barber; provides haircutting and barber services to inmates of the institution; and performs related duties as required. Adopted, Minutes 5-24-54. Effective 7-1-54.

I302 INSTRUCTOR IN OCCUPATIONAL THERAPY. Under general supervision: instructs patients of a hospital or institution in the knowledge of functional crafts such as weaving, ceramics, belt making, leather work, with a view of physical rehabilitation of handicapped persons and in the knowledge of diversional crafts such as knitting, crocheting, sewing, rug making and bead work for the purpose of occupational therapy; and performs related duties as required. Amended, Minutes 5-29-53.



I400 EXECUTIVE HOUSEKEEPER. Under general direction: Is in charge of the housekeeping program at Laguna Honda Home or San Francisco Hospital; supervises and is responsible for all porters and supervisory porter personnel, and the employees of the Sewing Room; assists in formulating and supervising in-service training program; is responsible for the assignment of personnel under his jurisdiction, and for the preparation of relief schedules to cover the institution on the seven-day basis; develops newer methods and techniques to improve efficiency and demonstrates the use of the same; requisitions and maintains control of linen and other housekeeping supplies for distribution to wards and is responsible for keeping on hand a laundered supply of linens for ward use; is responsible for the rating of probationary employees and initiates disciplinary action where indicated; plans program for the collection of garbage and other waste material, the control of vermin or rodents, and other housekeeping activities; makes periodic inspection of premises; prepares preliminary budget requests; cooperates with nursing, dietary and other hospital services to improve the efficiency of operation; and performs related duties as required.  
Amended Minutes 5-23-56.

## DIVISION J (LABOR SERVICE)

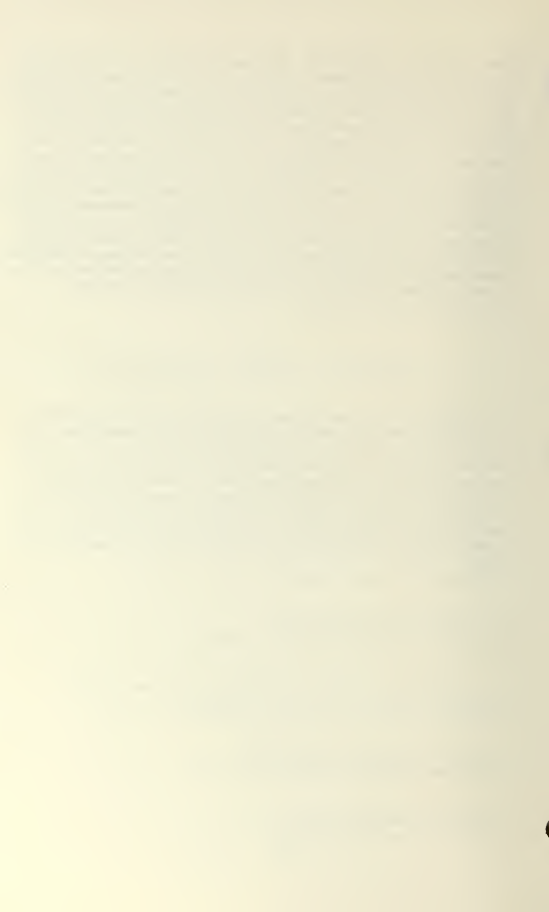
J 4 LABORER. Under immediate supervision performs unskilled manual duties or assists skilled workers by performing simple tasks; loads or unloads lumber, pipe, sand, rock and other building materials; digs and back-fills ditches, holes, and trenches; erects poles; cleans and sweeps streets and removes debris; cleans and maintains safety Isle button reflectors; excavates and removes paving surface for street reconstruction; may act as trolleyman; performs general normal duties in connection with the laying, repair, and maintenance of street railway track, and roadbed and cable road equipment such as laying, spiking and bolting and tamping ballast, removing, replacing and oiling pulleys; and performs related duties as required.  
Amended Minutes, 7-10-57.

J64 MOWER MAINTENANCE MAN.  
Abolished, Minutes 10-29-54, Effective 7-1-55.

J72 INSPECTOR OF HORSES & EQUIPMENT, POLICE DEPARTMENT.  
Abolished, Minutes 10-29-54. Effective 7-1-55.

J12a LABOR FOREMAN, PUBLIC WORKS.  
Sub Class Abolished, Minutes 6-11-54.

J12b LABOR FOREMAN, ELECTRICITY.  
Sub Class Abolished, Minutes 6-11-54.



J12c LABOR FOREMAN, RECREATION & PARK.  
Sub Class Abolished, Minutes 6-11-54.

J12d LABOR FOREMAN, PUBLIC UTILITIES COMMISSION.  
Sub Class Abolished, Minutes 6-11-54.

J78 STOCKMAN. Under supervision: hand-trucks or carries furniture, equipment and other heavy stores about a warehouse; maintains in a warehouse, furniture, equipment, building materials and other stores; performs miscellaneous unskilled and semi-skilled duties in the installation and maintenance of school equipment involving use of simple tools; keeps simple inventory records; and performs related duties as required.  
Amended, Minutes 1-15-54.

#### DIVISION K (LEGAL SERVICE)

K 5 TRIAL ATTORNEY, CIVIL. Under general direction: prepares and prosecutes or defends ordinary routine civil actions in which the city is involved in the municipal court involving damage to property or injury to persons; prosecutes actions for enforcement of ordinances and abatement of nuisances in the superior court; represents the city in matters before the industrial accident commission; prepares briefs on appeal to the appellate department of the superior court and to other appellate courts; prepares legislation and contracts of average difficulty; prepares opinions on legal questions of average difficulty; assists with more important legal matters; and performs related duties as required.  
New Class, Minutes 2-20-57.

K20 ATTORNEY, BUREAU OF DELINQUENT REVENUE. Acts as attorney for the Bureau of Delinquent Revenue, Tax Collector's office; handles all legal matters involving the collection of delinquent accounts due the City and County of San Francisco such as personal property taxes, license taxes, purchase and use taxes, hospital charges, pensions, maintenance in state homes, damages to city property, rentals of city property and airport charges; and performs related duties as required.  
New Class, Minutes 1-28-52, Effective 7-1-52.

K52 JUNIOR ATTORNEY, CRIMINAL.  
Abolished, Minutes 10-29-54. Effective 7-1-55.



K54 ATTORNEY CRIMINAL. Under direction: prepares calendars; hears complaints of the general public and the Police Department; makes initial decision as to whether or not complaints or warrants should be issued; waits on general public; answers inquiries; processes complaints for various city and governmental agencies and holds hearings on behalf of the agencies; issues citations and holds citation hearings; assists other deputies in preparing their cases and investigating cases; assists in the trial of Municipal Court cases when required; as assigned prosecutes or defends criminal cases in the Municipal Court; gives counsel or advice to any person charged with the commission of a crime who is financially unable to employ counsel; and performs related duties as required.

Amended Minutes, 3-20-57, Effective 7-1-57.

K55 TRIAL ATTORNEY, CRIMINAL. Under assignment to a Municipal Court, Criminal Division: handles daily calendar in the prosecution or defense of criminal matters; supervises investigation of misdemeanor cases, tries misdemeanor cases, jury and nonjury; supervises investigation of felonies prior to preliminary hearing, prosecutes or defends at preliminary hearing on felony cases; prepares cases for trial; interviews witnesses, police officers; prepares brief on appeal to Superior Court in misdemeanor cases; argues appeal; acts as relief attorney in prosecution or defense of matters before the Superior Court; prepares daily reports; and performs related duties as required.

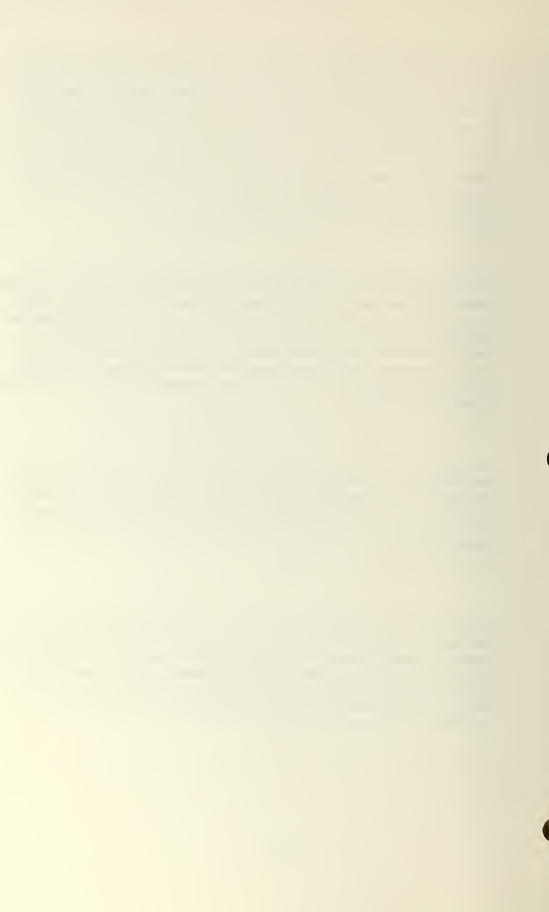
New Class, Minutes 3-20-57, Effective 7-1-57.

K56 SENIOR ATTORNEY, CRIMINAL. Under general direction: prepares and prosecutes or defends important criminal cases involving the exercise of considerable independent judgment; prosecutes or defends ordinary criminal actions in the Superior Court; gives counsel or advice to any persons charged with the commission of a crime who is financially unable to employ counsel; and performs related duties as required.

Amended, Minutes 9-17-54.

K58 PRINCIPAL ATTORNEY, CRIMINAL. Under general administrative direction: performs legal duties, in connection with criminal matters, requiring a high degree of professional experience, skill and judgment; prosecutes or defends major criminal actions; presents evidence in criminal matters before the grand jury and prepares indictments; directs a group of subordinates handling complaints and issuing citations and warrants of arrest; and performs related duties as required.

Amended, Minutes 9-17-54.





## DIVISION L (MEDICAL AND SCIENTIFIC SERVICE)

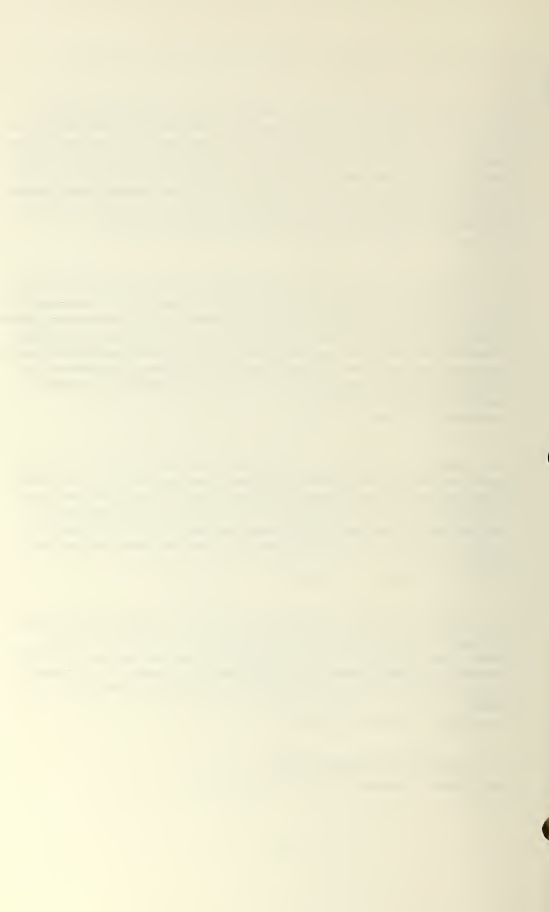
**L20 PUBLIC HEALTH EDUCATOR.** Under the direction of the Chief, Division of Public Health Education: assists in providing consultant services in health education to community groups and individuals, and to staff members of the San Francisco Department of Public Health; gives talks and lectures to community groups, such as labor unions and women groups; prepares health information for distribution to newspapers and magazines; assists in the preparation, selection, assembling and distribution of health education materials, including pamphlets, reports, radio scripts, exhibits and audio-visual aids; and performs related duties as required.  
Amended, Minutes 9-12-52.

**L30 CORONER.** Has charge of and is responsible to the Chief Administrative Officer for the conduct and operations of the office of Coroner and of the morgue of the city and county; investigates or directs and supervises the investigation of deaths as required or authorized by law; performs or directs the performance of autopsies; directs and supervises the work of the Coroner's staff, including medical and laboratory technicians, physicians, pathologists and autopsy surgeons, and makes or interprets and evaluates medical findings and reports; holds inquests; performs related or other duties as required.  
Amended, Minutes 2-6-53.

**L50 LABORATORY APPRENTICE.** Under close supervision of a Senior Bacteriologist, or a Bacteriologist, observes all phases of work performed in a Public Health Laboratory; assists a Bacteriologist in the Bacteriological, Serological and Parasitological examinations of specimens sent in to the Public Health Laboratory for analysis; observes techniques and gains practical experience in the methods of testing and reporting and in the compliance with State regulations and local ordinances.  
Adopted, Minutes 7-16-54.

**L53 TISSUE TECHNICIAN.** Under general direction: prepares and stores tissues and organs for gross and microscopic examination; performs duties of a clinical laboratory technician; cares for and maintains equipment and premises of pathology laboratory; performs incidental duties in clerical and photographic work relating to autopsy and pathology reports and materials; and performs related duties as required.  
Amended, Minutes 7-30-54.

**L64 CONSULTANT BACTERIOLOGIST**  
Abolished Minutes, 1-21-57, Effective 7-1-57.



## L70 PHYSIOTHERAPIST

Amended and Retitled to

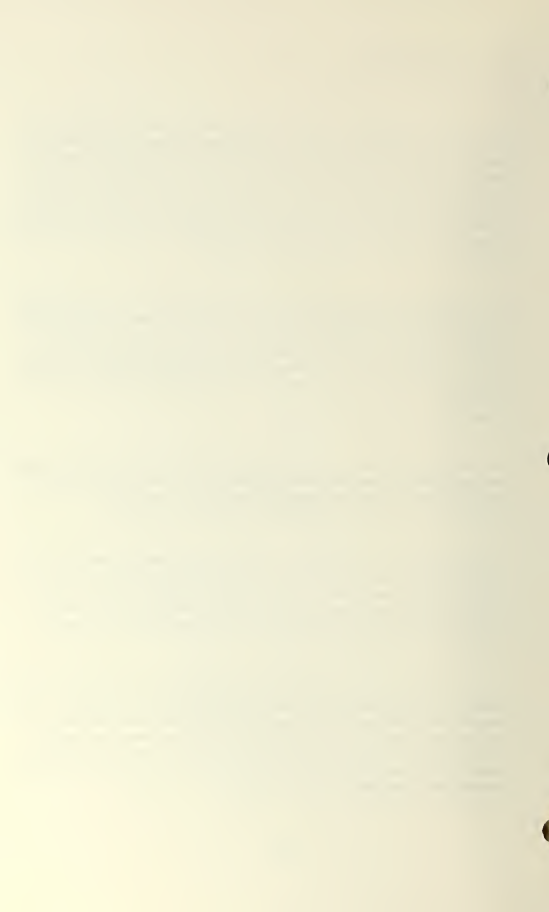
L70 PHYSICAL THERAPIST. Under general supervision and in accordance with the treatment prescribed by a physician: administers physical therapy treatments; massage, therapeutic exercise, and the utilization of the effective properties of heat, cold, light, water and electricity in the treatment of diseases or injury and in the performing of tests; must notice any physical change in a patient and report said change to the physician; must train aides to assist in administering simpler exercises; attend rehabilitation conferences and consultation and report thereon; work in conjunction with occupational therapists; and performs related duties as required. Minutes 11-16-55, Effective 7-1-56.

L71 SENIOR PHYSICAL THERAPIST. Under general direction: plans the operations and supervises the personnel assigned to the physical therapy program at San Francisco Hospital; trains student probationary physical therapists and other non-professional personnel as assigned; supervises or personally assists in the various physical therapy treatments, including hydro-therapy, electro therapy, corrective exercises, and massage; prepares reports, keeps records and performs related duties as required.  
New Class, Minutes 4-4-56.

L80 SPEECH THERAPIST. Under direction: administers speech therapy techniques to selected patients involving restraining patients in the use of vocal organs damaged by disease or injury; and performs related duties as required.  
New Class, Minutes 5-22-57, Effective 7-1-57.

L108 ASSISTANT TOXICOLOGIST. Under direction: assists in performing toxicological examinations to determine the presence or absence of poisons, drugs, alcohol and other foreign matters in human tissues; as directed makes reports on findings and maintains records thereof; stores and cares for specimens; maintains laboratory equipment and facilities; and performs related duties as required.  
New Class, Minutes 7-3-52.

L146 INTERNE IN ORAL SURGERY. Under immediate supervision of an Assistant Resident in Oral Surgery: assists in the care of patients and has charge of the treatment of some patients as directed; examines patients; takes case histories and prepares diagnostic charts; acts as assistant in the operating room for oral surgical operations; performs minor operations under supervision; attends and participates in staff meetings and pathological conferences and attends autopsies; and performs related duties as required.  
Adopted, Minutes 5-24-54, Effective 7-1-54.



L148 ASSISTANT RESIDENT IN ORAL SURGERY. Under the supervision of the Resident In Oral Surgery: examines the patients and makes complete diagnosis involving the recognition and treatment of abnormalities and diseased conditions of the jaws and associated structures; develops ability to make a diagnosis and a prognosis in the rehabilitation of the patients and the restoration of the teeth, structures in the oral cavity and associated parts; develops skill in technics of oral roentgenology, recognition of oral manifestations of systemic disease; in the understanding of the pathology of the oral tissues including tumors, in the evaluation of the patient's physical ability to undergo anesthesia for oral surgery, in the employment of surgical judgment regarding the time and extent of oral surgery, in the evaluation of the indications and contra-indications for oral surgery, in the prevention of shock during or following oral surgical operations and in the treatment of patients when shock occurs, in the use of drugs and treatments as they apply to diseases of dental origin, in the technics of constructing facial and/or oral prosthetic restorations as a rehabilitation measure in maxillo-facial surgery; and performs related duties as required.

Adopted, Minutes 5-24-54, Effective 7-1-54.

L150 RESIDENT IN ORAL SURGERY. Under general supervision of the Visiting Dental Staff: performs varied dental surgery and supervises the work of an Assistant Resident and Internes in Oral Surgery; and performs related duties as required.

Adopted, Minutes 5-24-54, Effective 7-1-54.

L151 DENTAL ASSISTANT. Under direction, assists dentists in the preparation and use of dental materials and in the laying out and sterilizing of dental equipment; places patients in dental chairs and takes x-ray pictures of mouth; develops x-ray pictures; assists dentists at chairside by handing equipment, positioning patient and preparing dental materials; types correspondence and reports, maintains files; answers telephone, gives information, etc.; performs other duties not requiring a license as a Dental Hygienist.

New Class, Minutes 5-20-55, Effective 7-1-55.

L208 NUTRITIONIST

Abolished Minutes, 8-22-56.

L210 ASSISTANT SUPERVISOR OF SCHOOL CAFETERIAS. Under general direction: calculates nutritive value of school lunches; writes recipes; trains employees in the proper performance of duties; checks food and labor costs; makes studies and recommendations for efficient methods of operation; visits and supervises individual kitchens and cafeterias including the screening of requisitions for supplies and the direction of personnel; prepares bulletins; and performs related duties as required.

Adopted, Minutes 7-30-54.

L366 PHYSICIAN ANESTHETIST.

Abolished Minutes, 8-22-56.



L368 DIRECTOR OF THE BUREAU OF CHILD HYGIENE.  
Amended and Retitled to

L368 DIRECTOR, BUREAU OF MATERNAL AND CHILD HEALTH. Under general administrative direction: has charge of and is responsible for the proper administration of the bureau of maternal and child health including the following programs: school health, dental health, mental health, crippled children, education of expectant mothers, medical care in health centers, immunization of children against communicable diseases; and performs related duties as required.  
Minutes 12-17-54.

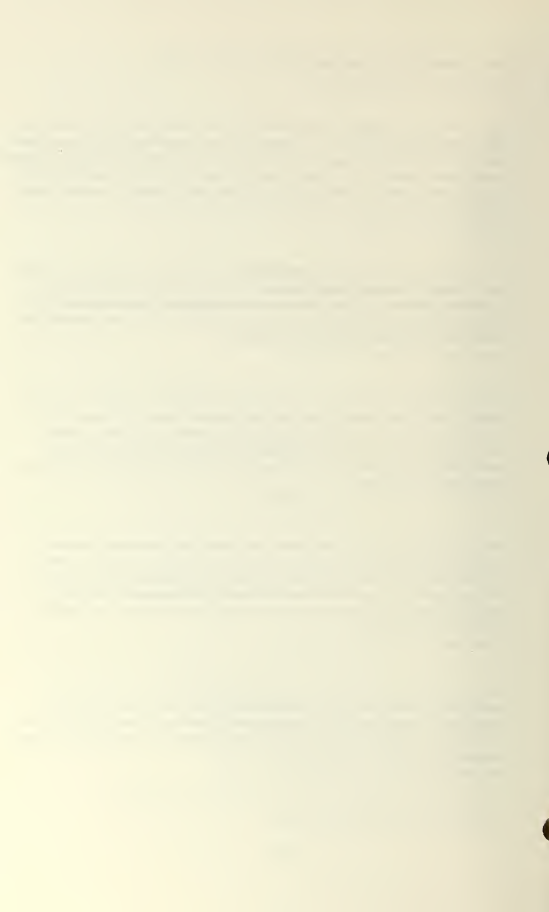
L375 CHIEF, DIVISION OF TUBERCULOSIS CONTROL. Under general direction: supervises the public health aspects of a program for tuberculosis control; coordinates follow-up of public health nurses investigating contact sources of infection; receives reports from, and generally cooperates with other hospitals and clinics; and performs related duties as required.  
Amended, Minutes 11-6-53.

L402 RESEARCH ASSISTANT. Under general supervision: assists in extracting medical, social and psychological data from patients' charts and records for research purposes; aids in making simple statistical summaries of data collected; helps prepare charts, graphs and summaries of statistical data; helps maintain current data cards of patients in State-sponsored Research Project; and performs related duties as required.  
New Class, Minutes 11-30-55.

L404 PSYCHOLOGIST. Under direction: administers, scores and interprets various types of psychological tests; furnishes information to parents for child guidance and habit training; visits homes, schools or agencies for testing and/or child guidance; conducts interviews and tests to determine basis of behavior problems of adults or juveniles; makes psychological case reports; and performs related duties as required.  
Amended Minutes, 7-13-55.

L406 SENIOR PSYCHOLOGIST. Under general direction: has charge of a psychological clinic; tests and measures intelligence; and diagnoses problem cases; extend consultant service to probation officers or to other agencies concerning adult or juvenile behavior problems; makes referrals for psychiatric study when necessary; and performs related duties as required.  
Amended Minutes, 7-13-55.

L506 ASSISTANT CHIEF SURGEON, EMERGENCY HOSPITAL.  
Abolished, Minutes 9-18-53.





L508 CHIEF SURGEON, EMERGENCY HOSPITAL.  
Abolished Minutes, 1-20-56, Effective 7-1-56.

L610 VISION SCREENING TECHNICIAN. Under general supervision: administers vision screening tests throughout the San Francisco Public Schools; records test results; makes referrals of pupils needing further testing or further help with the problems of vision to appropriate physicians or other sources of help; and performs related duties as required.  
New Class, Minutes 5-22-57, Effective 7-1-57.

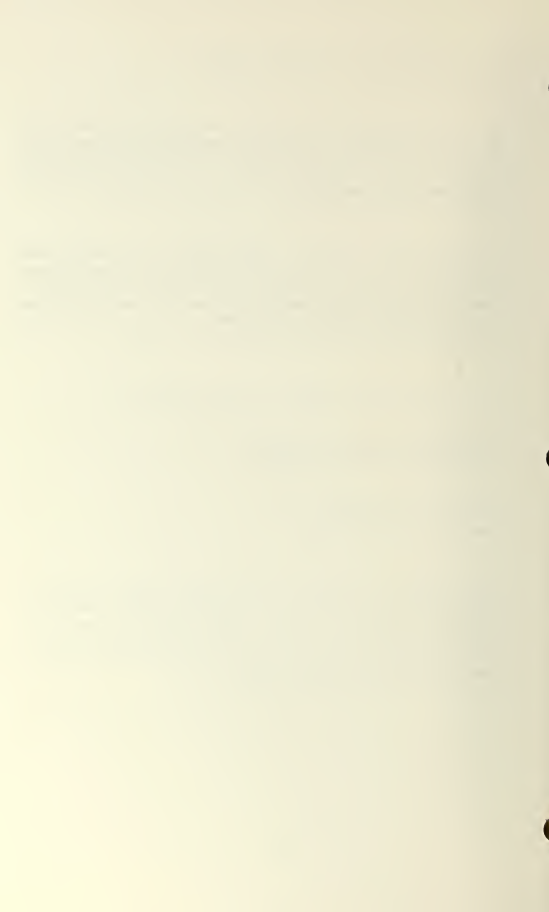
L704 LABORATORY ATTENDANT. Under supervision: sets up equipment and prepares materials for use in laboratories; issues supplies and equipment as authorized by instructors; assists in keeping storeroom records and inventory control; cleans bottles, dishes and other equipment after use; assists laboratory instructors in class; and performs related duties as required.  
Adopted, Minutes 2-26-54, Effective 7-1-54.

#### DIVISION M (METAL TRADES SERVICE)

M 2 GENERAL FOREMAN MACHINIST.  
Abolished, Minutes 7-11-52.

M158 BOILER INSPECTOR.  
Amended and Retitled to

M158 MECHANICAL INSPECTOR. Under direction: inspects the following to ascertain compliance with prescribed laws, rules and regulations pertaining to construction, installation, safety and use; boilers and connections, water heaters (other than domestic), pressure vessels, private passenger elevators, stand pipes, and automatic sprinkler systems and their water supply; makes required reports; and performs related duties as required.  
Amended and Retitled Minutes, 8-15-57.



M269 SUPERVISOR OF MACHINE SHOP AND MECHANICAL EQUIPMENT. Under general direction: supervises the shop functions relative to the manufacturing, mechanical maintenance and repair of fire alarm instruments and equipment, traffic signal apparatus and police communication equipment; directs the painting of traffic signals air raid warning signals and fire alarm and police call boxes in the field; responsible for the installation of parking meters and for their shop and field servicing and repair; assigns automotive and construction equipment and supervises their maintenance; supervises the personnel engaged in these maintenance programs; keeps time and production records; requisitions and checks delivery of materials; and performs related duties as required.  
New Class, Minutes 12-3-54.

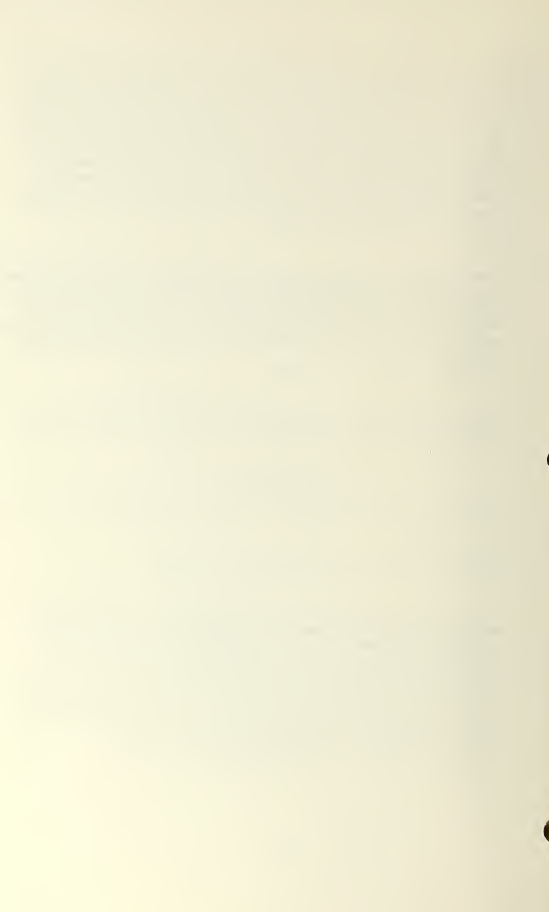
M280 PARKING METER SERVICEMAN. Under direction: inspects, services, adjusts, and makes simple repairs to parking meters in the field; maintains devices fastening meters to poles; maintains and straightens poles; replaces damaged or faulty meters which require extensive servicing or repair, and brings such damaged meters to shop for repairs; makes required reports; and performs related duties as required.  
Amended, Minutes 12-18-53.

M300 SUPERINTENDENT OF EQUIPMENT, CALIFORNIA CABLE DIVISION.  
Abolished, Minutes 10-19-51.

#### DIVISION N (MISCELLANEOUS INSPECTION AND INVESTIGATIVE SERVICE)

N10 CORONER.  
Retitled to L30 Coroner, Minutes 2-6-53.

N12 INVESTIGATOR, DISTRICT ATTORNEY'S OFFICE. Under direction: assists in the preparation and prosecution of criminal cases in the Superior Court, and important misdemeanor cases in the municipal court by investigating complaints made to and public offenses committed in the jurisdiction of the district attorney; makes investigations to assist in the preparation of cases for presentation to the grand jury and for preliminary hearings in the municipal court; investigates cases referred to the district attorney by the public welfare and other departments; when requested by the police department may assist the department in gathering other types of evidence; and performs related duties as required.  
Amended, Minutes 10-29-54, Effective 7-1-55.



N14 INVESTIGATOR, PUBLIC DEFENDER'S OFFICE. Under direction: Investigates criminal cases coming under the jurisdiction of the Public Defender; plans and pursues investigations, searching for evidence, witnesses and factual information material to the case; gathers, marks, records and evaluates evidence from all sources and preserves same; Interviews defendants, witnesses and others, obtaining written statements from witnesses as to their knowledge of material facts; testifies in Court when necessary and performs related duties as required.  
New Class, Effective Minutes 9-17-54.

N20 CHIEF INVESTIGATOR, DEPARTMENT OF INVESTIGATION, DISTRICT ATTORNEY'S OFFICE.  
Adopted, Minutes 5-14-54. Abolished, Minutes 5-28-54.

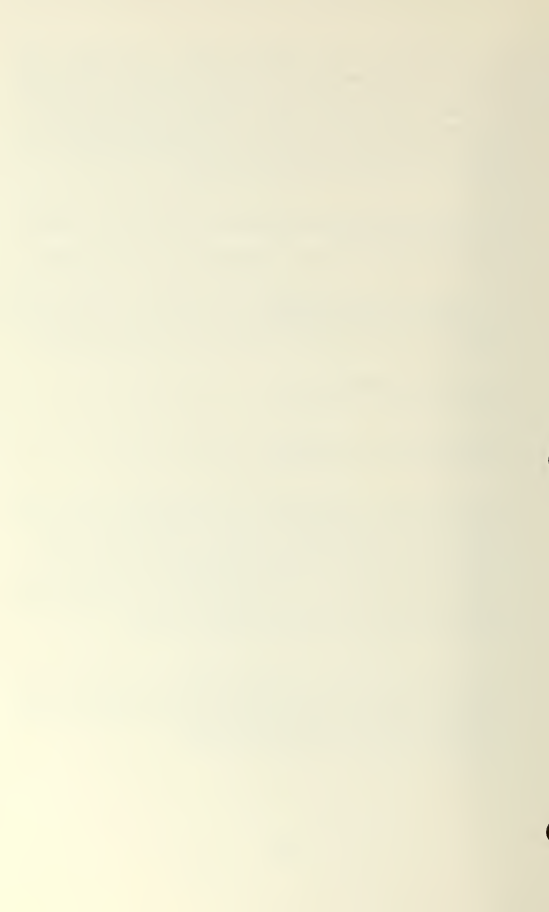
N24 SENIOR CRIMINAL INVESTIGATOR, DEPARTMENT OF INVESTIGATION, DISTRICT ATTORNEY'S OFFICE.  
Adopted, Minutes 5-14-54. Abolished, Minutes 5-28-54.

N60 ABATTOIR INSPECTOR.  
Abolished, Minutes 9-18-53.

N63 CHIEF ABATTOIR INSPECTOR.  
Abolished, Minutes 1-27-53, Effective 7-1-53.

N100 SANITARIAN. Under direction: In an assigned district inspects foodstuffs offered for sale, including storage of milk in retail establishments and inspects houses and industrial establishments and premises for health and safety hazards; sees that sanitary conditions are maintained and that all related laws and ordinances are enforced; inspects conditions that constitute a fire, health, or safety hazard, or a public nuisance due to unsanitary conditions; recommends appropriate action to remedy situations when violation of laws or ordinances are discovered; makes required reports; and performs related duties as required.  
New Class, Minutes 7-11-56.

N155 SENIOR AGRICULTURAL INSPECTOR. Under general direction: performs the duties of an agricultural inspector and in addition thereto assists in the supervision of the work of the department; acts for the county agricultural commissioner in his absence; and performs related duties as required.  
Amended, Minutes 10-26-51.



N156 COUNTY AGRICULTURAL COMMISSIONER. Subject to administrative approval: has charge and is responsible for the proper administration of the horticultural and agricultural inspection department, and the enforcement of laws pertaining thereto; directs work of agricultural inspectors; maintains necessary records; makes required reports; and performs related duties as required. Amended, Minutes 10-26-51.

N418 ASSISTANT CONSUMER'S COMPLAINT INVESTIGATOR.  
Retitled to U102 Minutes 12-7-55, Effective 7-1-56.

N420 CONSUMERS' COMPLAINT INVESTIGATOR.  
Retitled and amended to U100 Minutes 12-7-55,  
Effective 7-1-56.

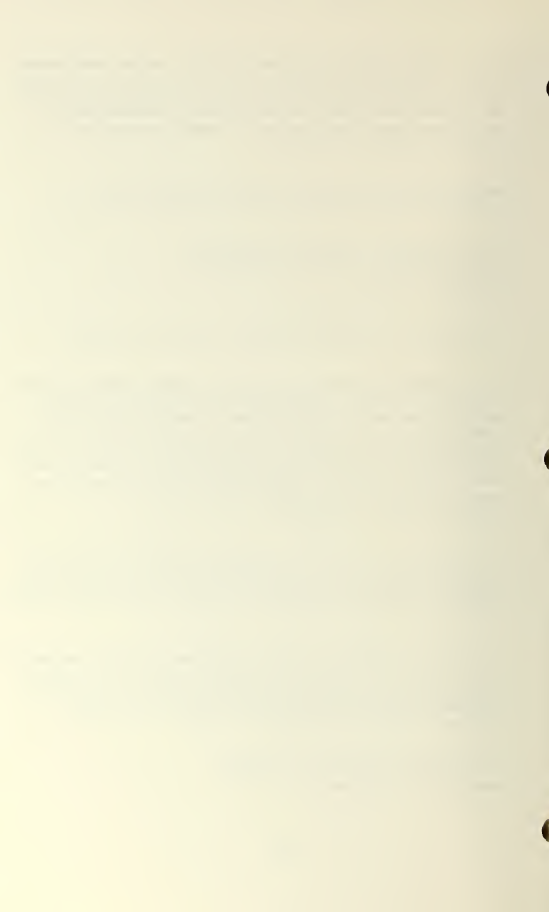
#### DIVISION O (MISCELLANEOUS TRADES SERVICE)

O 1 CHAUFFEUR. Under general supervision: operates a passenger automobile, motor truck, motor tractor, or special motor driven apparatus such as sweepers, eductors, mower tractors, or other equipment the operation of which is not included in the duties of other specific civil service classes; operators of mower equipment maintain cutting equipment in good working order; operators of various types of equipment receive rate of pay for type of equipment operated; incidental thereto, loads and unloads truck under his charge and as directed assists in performance of duties of the crew to which his truck is assigned. Amended Minutes, 5-15-57.

O 3 SCHOOL TRUCK DRIVER. Under general supervision: operates a motor truck; loads, unloads, hoists, carries and delivers school furniture, supplies and equipment into classrooms and office areas; and performs related duties as required. New Class, Minutes 5-23-56.

O 8 MORGUE AMBULANCE DRIVER. Under general supervision: operates and cares for city owned vehicles assigned to Coroner's Department; performs miscellaneous duties in the operation and care of morgue and autopsy rooms; assists in the moving and storage of bodies; and performs related duties as required. Amended Minutes, 4-29-55.

O54 FOREMAN BUILDING AND GROUNDS  
Amended and Retitled to:





O54 SUPERVISOR, BUILDINGS AND GROUNDS. Under direction: supervises the work of a group of subordinates in maintenance work on buildings and grounds in various departments of the city and county, such as grounds and buildings of recreation department, Hassler Health Home, or Laguna Honda Home; may make minor repairs; keeps time of subordinates; requisitions and checks delivery of supplies; and performs related duties as required.

Amended and Retitled Minutes, 5-20-55, Effective 7-1-55.

O57.1 FOREMAN TREE TOPPER. Under direction: supervises the work of crews of tree toppers and laborers in the topping of high trees and use of special winch equipment required in connection with such work; and performs related duties as required.

Re-established Minutes, 10-5-55.

O62 SUPERINTENDENT OF GROUNDS, RECREATION AND PARK DEPARTMENT. Under general direction: directs the landscaping and care of playgrounds, lawns, and ornamental gardens under control of the Recreation and Park Department.

Retitled and Amended, Minutes 1-27-53, Effective 7-1-53.

O74 SUPERVISOR OF ARBORETUM AND BOTANICAL RESEARCH.

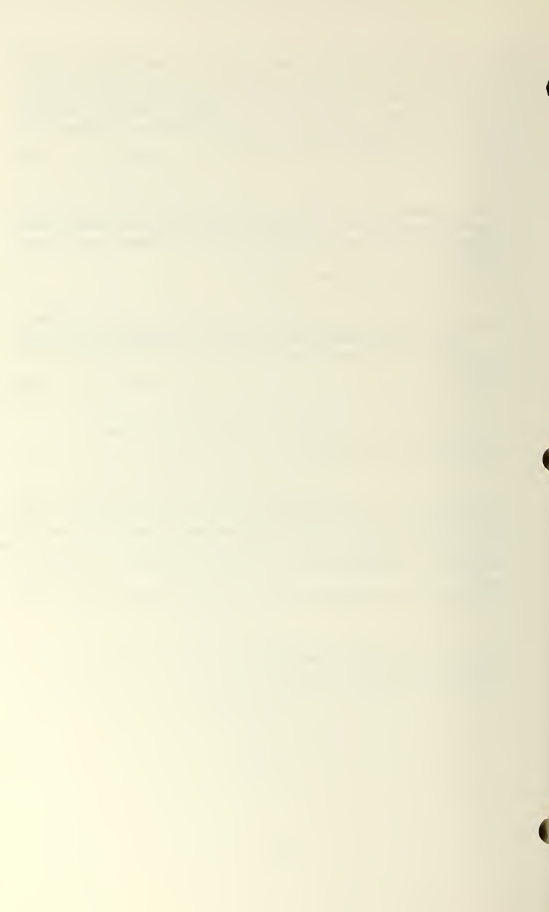
Amended and Retitled to

O74 DIRECTOR OF THE ARBORETUM AND BOTANICAL GARDENS. Under general direction: is responsible for the operation and maintenance of the arboretum and the botanical gardens in the Recreation and Park Department; plans and directs botanical and entomological research, plant introduction and development, popular education in the arboretum; issues press releases; and performs related duties as required.

Amended and Retitled Minutes 1-21-57, Effective 7-1-57.

O104 MOVING PICTURE OPERATOR.

Abolished, Minutes 9-18-53.



**O106 MOTION PICTURE AND SOUND EQUIPMENT MAINTENANCE MAN.** Under general supervision: performs duties requiring wide experience with and technical knowledge of motion picture and sound equipment; e.g., installs, repairs and maintains motion picture projectors, amplifying systems, tape and wire recorders, phonographs and turntables, radios, microphones, slide and opaque projectors, power and speaker cords, public address systems and other related pieces of equipment; requisitions and maintains inventory of spare and replacement parts; maintains records of all equipment repaired and in process of repair; renders technical advice relative to work performed under contract and to the selection and purchase of new equipment; and performs related duties as required.  
Adopted, Minutes 5-15-53, Effective 7-1-53.

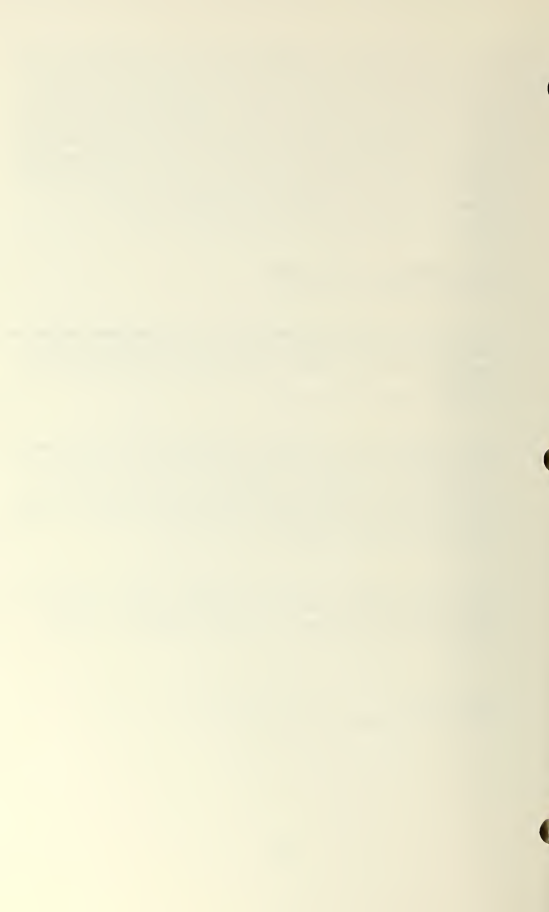
**O116 TEAMSTER - 2 HORSE VEHICLE**  
Abolished Minutes 11-9-55.

**O140 PIANO TUNER.** Under general supervision: performs duties requiring the experience and technical knowledge of piano tuning and maintenance; makes minor repairs to piano keys, pedals, and mechanism; and performs related duties as required.  
Amended, Minutes 8-21-53.

**O172 CHIEF OPERATING ENGINEER.** Under general direction: supervises the operation and maintenance of a high pressure steam plant and auxiliary equipment, or the operation and maintenance of heating and ventilating plants and other mechanical equipment in large public buildings; or the operation of large sewage treatment and sewage pumping equipment, all involving responsibility for the full 24 hours a day; and performs related duties as required.  
Amended Minutes 11-16-55.

**O210 SEWER CLEANER.** Under general supervision: cleans sewers by hand or by use of sewer cleaning equipment; flushes and inspects sewers; investigates complaints; reports results of field work; and performs related duties as required.  
Amended Minutes 5-1-57.

**O264 PAVER.**  
Abolished Minutes 8-24-55, Effective 10-1-55.



0304 HYDRANTMAN - GATEMAN. Under general supervision: installs and makes minor mechanical repairs to fire hydrant bodies, shut-off gates and similar equipment not requiring journeyman training and experience; replaces defective parts; checks threads in stand pipe valves; greases, repacks and repaints equipment; maintains proper water level in cisterns; protects from damage and keeps free from obstruction all fire hydrants, manhole covers and shut-off gate covers during reconstruction and paving of streets; and performs related duties as required. Amended, Minutes 4-10-53.

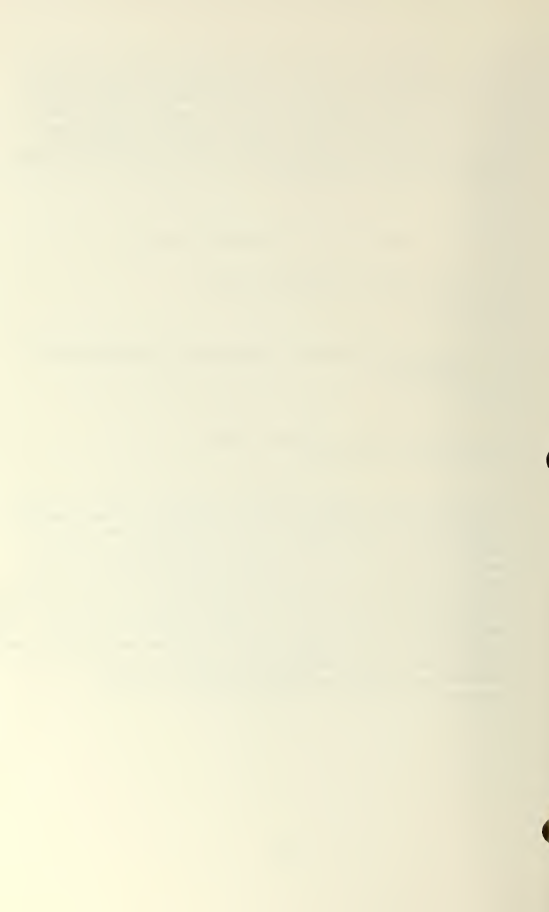
(DIVISION P (NURSING SERVICE))

P 3 SENIOR EMERGENCY HOSPITAL STEWARD.  
Retitled to

P 3 ASSISTANT ADMINISTRATIVE SUPERINTENDENT, EMERGENCY HOSPITAL SERVICE.  
Retitled Minutes 1-16-57, Effective 7-1-57.

P 4 CHIEF EMERGENCY HOSPITAL STEWARD.  
Amended and Retitled to

P 4 ADMINISTRATIVE SUPERINTENDENT, EMERGENCY HOSPITAL SERVICE.  
Under general direction: directs, supervises and coordinates the work of emergency hospital stewards, nurses, ambulance drivers and clerical personnel and the non-medical activities of the emergency hospital surgeons; investigates complaints of service or accidents to ambulances; submits required operating reports including number of ambulance calls, number of patients admitted, ambulance operation reports, personnel reports including timetables, assignments, etc.; in case of emergency directs a group of ambulance drivers and emergency hospital stewards; submits recommendations for service improvements; is responsible for supplies and equipment; makes regular inspection tours of emergency hospitals to determine adequacy of service and materials; recommends policies and procedures for all personnel; prepares and submits annual budget requests; and performs related duties as required.  
Amended and Retitled Minutes 1-16-57, Effective 7-1-57.



P 5 RESCUE AND FIRST AID TECHNICIAN, DISASTER COUNCIL AND CORPS. Under direction: to assist in planning for the procurement and storage of first aid and medical supplies and equipment for Disaster Corps and for distribution of such supplies to the various first aid stations, and for the proper charging and recording of such supplies; assists in establishing and equipping first aid stations and in recruiting and training volunteer personnel assigned to such installations requiring a comprehensive knowledge of first aid techniques, medical supplies and equipment; and performs related duties as required.  
New Class, Minutes 10-10-52.

P52 PUBLIC HEALTH NURSE. Under direction: performs public health nursing duties in the schools, clinics, health centers, and the home; teaches general hygiene and methods used for the prevention of disease to groups and individuals by lectures, home visits and demonstrations, and office conferences; aids in the prevention and control of tuberculosis, venereal diseases, and other communicable diseases by assisting physicians in the preparation and administration of immunization programs, enforcing laws and regulations concerning isolation cases, determining disease sources and contacts, and by case follow-up; protects and promotes the health of infants by securing medical care for pregnant mothers, giving instruction in maternity hygiene, conducting child health conferences and doing necessary follow-up work; protects and promotes the health of school children by assisting physicians in finding and correcting physical and psychological maladjustments, and by advising school authorities concerning needed corrections of school environmental conditions; inspects institutions for children and the aged; cooperates with other community agencies in working out solutions to family problems in which public health is concerned; prepares records and reports; and performs related duties as required.  
Amended Minutes 11-9-55.

P55 EDUCATIONAL DIRECTOR OF PUBLIC HEALTH NURSING. Under general direction: plans over-all educational program of the Bureau of Public Health Nursing and the orientation of new public health nurses; prepares public health nurses for group teaching and assists in preparation and maintenance of procedure manuals; plans and supervises the program for public health nursing students assigned to the department; assists with the development of community resources for teaching purposes; and performs related duties as required.  
New Class Minutes, 11-16-55.





P102 REGISTERED NURSE. Under general supervision: performs general nursing duties in hospitals, emergency hospitals, clinics, sanitariums, or other institutions, which duties require the training of a registered nurse, e.g.: administers medicines, ointments, drugs, and treatments as instructed by a physician; observes symptoms, takes and records the temperature, pulse, and respiration of patients and charts these according to standard practices; posts physician's instructions to charts and daily patient reports; changes dressings on wounds or injuries, bathes and massages invalid persons; serves meals as prescribed and feeds helpless patients; renders first aid to the injured; may prepare food and make beds; may supervise ward assistants; as assigned performs the duties of a registered nurse in the capacity of a private nurse in connection with the care of a patient requiring individual or constant attention; and performs related duties as required. Amended, Minutes 5-24-54, Effective 7-1-54.

P103 SPECIAL NURSE.

Abolished, Minutes 5-24-54, Effective 7-1-54.

P110 ASSISTANT SUPERINTENDENT OF NURSING, SAN FRANCISCO HOSPITAL.

Amended and Retitled to

P110 ASSISTANT DIRECTOR OF NURSING, SAN FRANCISCO HOSPITAL. Under general direction: directs the work of the nursing personnel of a group of wards; selects and assigns personnel to the various wards; confers with head nurse frequently to see that the work of the personnel is efficient, and to give advice and instructions on nursing practice; prepares time rolls for personnel under her supervision; is responsible for adequate nursing service in all wards; and performs related duties as required.

Amended and Retitled Minutes 1-20-56, Effective 7-1-56.

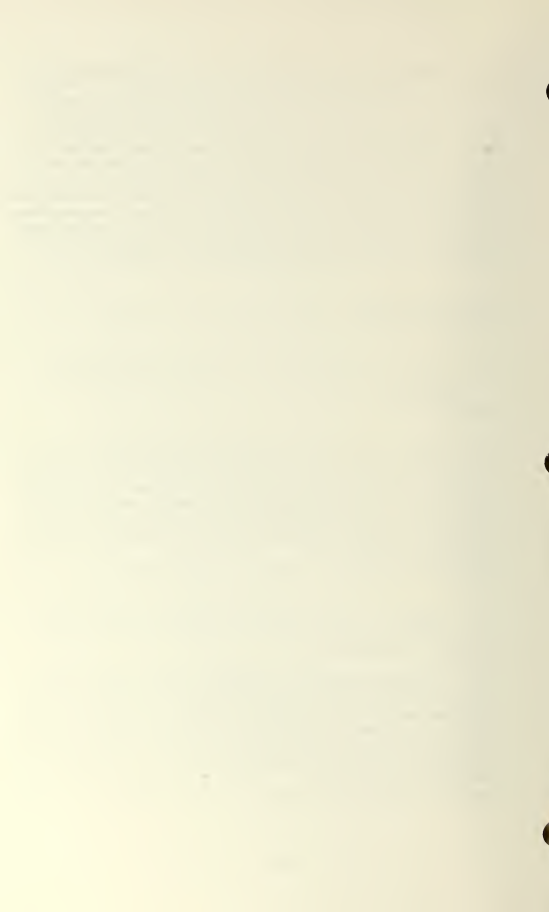
P110.1 ASSISTANT SUPERINTENDENT OF NURSING, LAGUNA HONDA HOME.

Amended and Retitled to

P110.1 ASSISTANT DIRECTOR OF NURSING, LAGUNA HONDA HOME.

Under general direction: assists the director of nurses in the selection and assignment of personnel to the wards and clinics at the Laguna Honda Home; confers with head nurses frequently to see that work of personnel is efficient and to give advice and instructions on nursing practice; prepares time rolls for personnel under her supervision; is responsible for adequate nursing service in all wards; and performs related duties as required.

Amended and Retitled Minutes 1-20-56, Effective 7-1-56.



P112 SUPERINTENDENT OF NURSING, HASSLER HEALTH HOME.  
Amended and Retitled to

P112 DIRECTOR OF NURSING, HASSLER HEALTH HOME. Under general direction: plans, assigns and provides for the overall supervision and training of the work of nurses, orderlies and other employees assigned to the nursing service at Hassler Health Home; supervises the requisitioning and accounting for nursing supplies, materials and equipment; supervises the maintenance and issuance of adequate stocks of drugs and medical supplies; prepares narcotics reports as required by constituted authority; is responsible for the operation and administration of all employees' dormitories; and performs related duties as required.  
Amended and Retitled Minutes 11-16-55, Effective 7-1-56.

P116 SUPERINTENDENT OF NURSING, ISOLATION DIVISION.  
Abolished, Minutes 5-9-52.

P118 SUPERINTENDENT OF NURSING, LAGUNA HONDA HOME.  
Retitled to

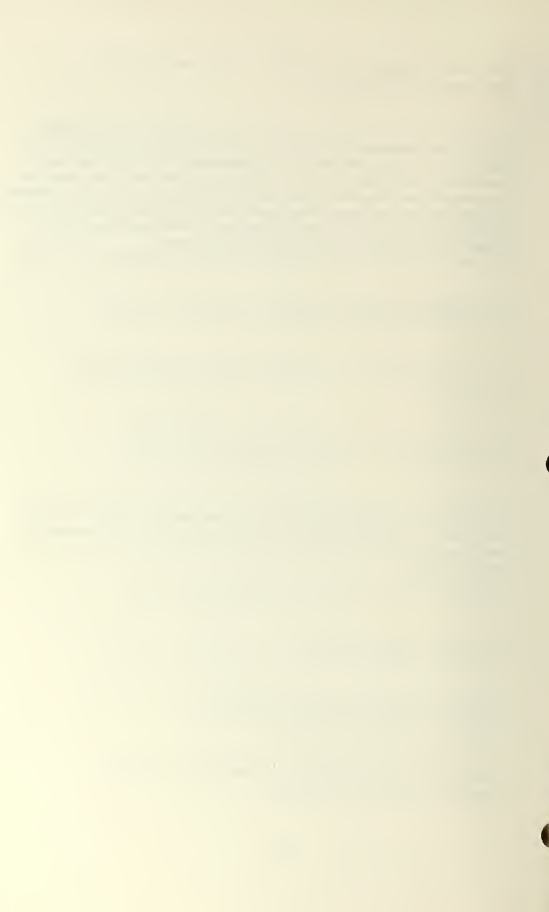
P118 DIRECTOR OF NURSING, LAGUNA HONDA HOME.  
Retitled Minutes 11-16-55, Effective 7-1-56.

P210 OPERATING ROOM SUPERVISOR. Under direction: performs duties of an operating room nurse and in addition assigns and supervises work of subordinate operating room nurses; instructs nurses, orderlies and medical staff in operating room procedure, aseptic techniques and care of equipment; and performs related duties as required.  
Retitled, Minutes 3-21-52, Effective 7-1-52.  
Amended, Minutes 4-11-52, Effective 7-1-52.

P212 HEAD NURSE, SPECIALIST.  
Abolished, Minutes 3-21-52, Effective 7-1-52.

P302 INSTRUCTOR OF NURSING, PEDIATRICS.  
Abolished, Minutes 5-23-52.

P303 INSTRUCTOR OF NURSING, COMMUNICABLE DISEASE.  
Abolished, Minutes 5-23-52.



P304 INSTRUCTOR OF NURSING. Under direction: Instructs a group of student nurses in nursing procedures; conducts classes, clinics and conferences; assists in the work of planning and scheduling; assists lecturing physicians in the preparation of lecture material; relates instruction to actual practice and current ward treatment; holds daily conferences with nurses; determines progresses of students by examination and by personal observation; as a part of the student nurse training program instructs student nurses in general nursing duties; gives demonstrations of nursing procedures; plans and conducts visits of student nurses to other hospitals; prepares reports; and performs related duties as required.

Re-established with Amended Duties Statement, Minutes 5-23-52, Effective 7-1-52.

#### DIVISION Q (POLICE SERVICE)

Q64 CRIME LABORATORY TECHNICIAN. Under general direction: acts as assistant to the Criminologist; makes microscopic and chemical tests and applies other scientific techniques to objects of evidence such as hairs, fibres, cloth, soils, paints, liquids, blood, stains, photographs, tool marks, etc.; examines tests and compares weapons and bullets for typing and identification; may visit scenes of crime or accidents and draws diagrams to scale or takes photographs or scenes as evidence; assists in research; may testify in court, makes required reports; and performs related duties as required.

New Class, Minutes 5-23-56.

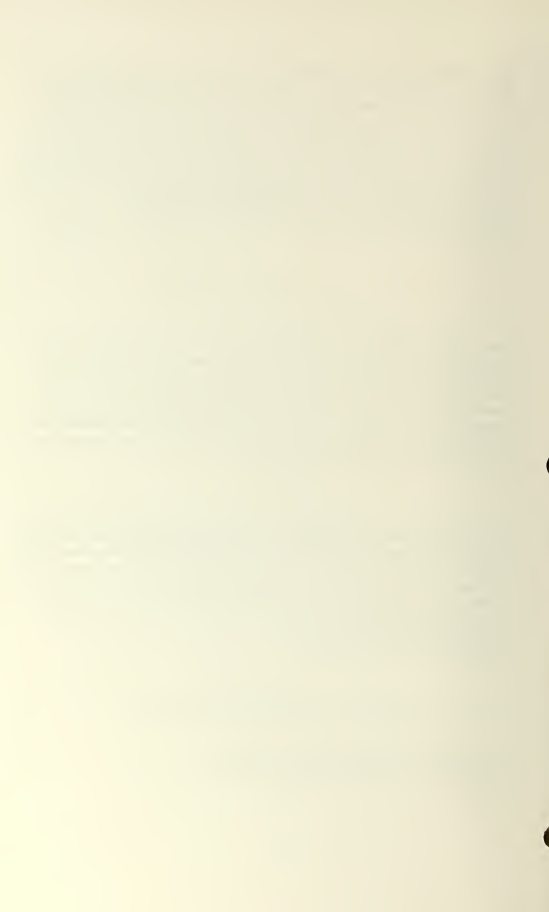
Q65 FINGERPRINT TECHNICIAN. Under general supervision: performs technical work involved in the classification and comparison of fingerprints; searches fingerprint files and alphabetical indices to make identification from names and/or fingerprint classifications; places required information on fingerprint cards; fills out master index cards; maintains master index files; gives information relating to fingerprint files to members of force and law enforcement officers; makes reports as required regarding classification of fingerprints and search of records; and performs related duties as required.

Amended Minutes 8-8-56.

#### DIVISION R (RECREATION SERVICE)

R22 DIRECTOR OF RECREATIONAL ACTIVITIES.

Abolished, Minutes 9-18-53.



R23 ASSISTANT SUPERVISOR OF RESTAURANTS AND PLAYGROUNDS. Under direction: assists in supervising the operation and maintenance of restaurants, concessions and playgrounds operated by the Recreation and Park Department; and performs related duties as required.

Amended, Minutes 2-20-53.

R24 SUPERVISOR OF RESTAURANTS AND PLAYGROUNDS. Under general direction: supervises and is responsible for the operation and maintenance of the Fleishhacker Playfield and Children's Playground, and the supervision, operation and maintenance of restaurants and refreshment stands operated either directly by the Recreation and Park department or as concessions; is responsible for moneys received from these activities and makes accounting therefor; supervises the requisitioning and issuing of supplies and for foodstuffs offered for sale; and for the proper accounting for supplies, equipment and foods used in these activities and the inventory thereof; and performs related duties as required.

Amended, Minutes 2-20-53.

R105 SUPERVISOR OF ATHLETICS. Under general direction and with wide latitude for independent decision: performs duties requiring a comprehensive knowledge of the athletic activities of the recreation commission; is responsible for the conduct of all physical activities for men and boys, or for girls and women; organizes, conducts and promotes leagues, tournaments, exhibitions and mass competition; contacts commercial and industrial firms, groups and other clubs, for the purpose of organizing and promoting participation in leisure time recreation activities by members; assists and advises personnel executives of firms in the establishment and administration of recreation programs on an intra and inter-firm basis; acts as an advisor to and attends meetings of established organizations interested in physical activities promotion and other such similar organizations wherein the use of municipal facilities is involved; advises on general recreational programs; supervises playgrounds and community centers; makes recommendations; makes required reports; and performs related duties as required.

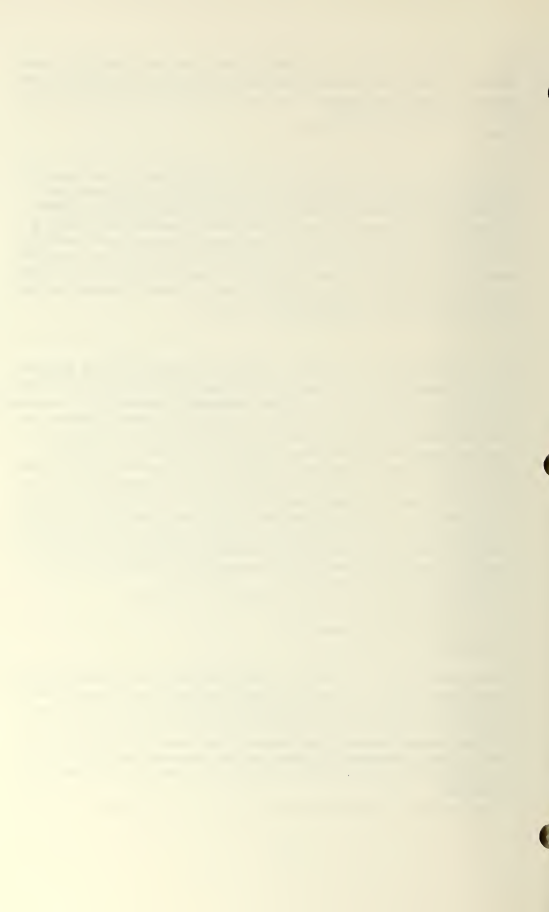
Amended Minutes 1-21-57, Effective 7-1-57.

R106a SUPERVISOR OF DRAMATICS

Amended and Retitled to

R106a SUPERVISOR OF DRAMATICS AND DANCING. Under general direction and with wide latitude for independent decision and requiring a thorough knowledge of the subject matter involved; plans and directs special pageants and other dramatic events and dances at playgrounds involving design of costume and assisting children in making costumes; plans programs; attends organization meetings; advises on general recreational programs; supervises playgrounds and community centers; makes recommendations; makes required reports; and performs related duties as required.

Amended and Retitled Minutes 1-21-57, Effective 7-1-57.





R106c SUPERVISOR OF MUSIC. Under general direction and with wide latitude for independent decision and a thorough knowledge of the subject matter involved: organizes, trains and directs orchestras, choruses, bands, and similar organizations; plans programs; attends organization meetings; advises on general recreational programs; supervises playgrounds and community centers; makes recommendations; makes required reports; and performs related duties as required.  
Amended Minutes 1-21-57, Effective 7-1-57.

R106d SUPERVISOR OF SWIMMING  
Amended and Retitled to

R106d SUPERVISOR OF AQUATICS. Under general direction and with wide latitude for independent decision and requiring a thorough knowledge of the subject matter involved; instructs in swimming at pools; plans programs; attends organization meetings; advises on general recreational programs; supervises playgrounds and community centers; makes recommendations; makes required reports; and performs related duties as required.  
Amended and Retitled Minutes 1-21-57, Effective 7-1-57.

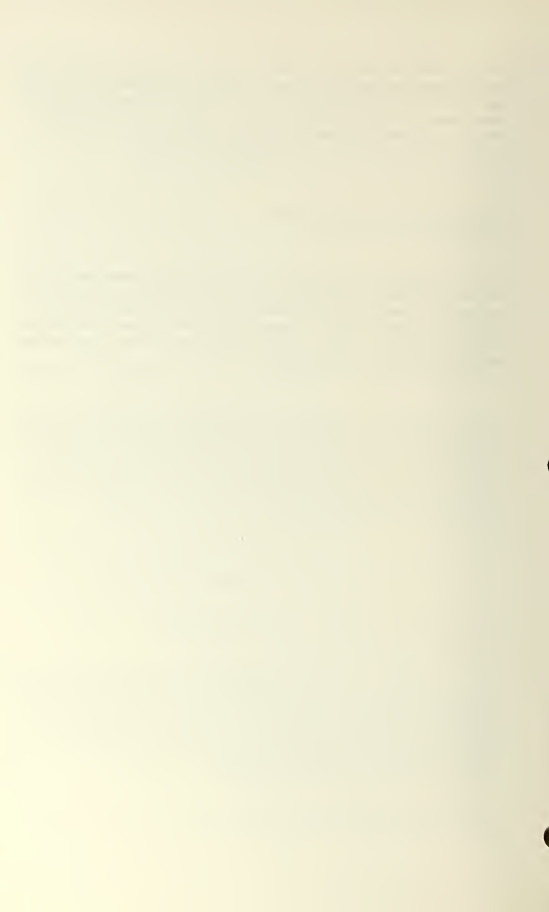
R132 STARTER, PARK DEPARTMENT. Under direction supervises activities at an assigned golf course; receives requests for and assigns playing time; supervises use of club house and rental of lockers; collects and accounts for playing fees and locker rental fees; interprets and enforces rules of the Park Department regarding use of golf courses; is responsible for proper spacing of players on golf course; supervises caddies; and performs related duties as required.  
Amended, Minutes 6-4-54.

#### DIVISION 5 (STREET RAILWAY SERVICE)

S80 SUPERVISOR OF SAFETY, MUNICIPAL RAILWAY.  
Abolished Minutes 8-22-56.

S102 CONDUCTOR. Under general supervision: collects fares and makes proper accounting therefor, issues transfers, directs passengers, calls stops, signals motor-man, makes required routine operating reports, secures and reports all necessary and obtainable information on accidents in which the car or passengers are involved, when such duties are performed on a vehicle operated by a crew of two persons; and performs related duties as required.  
Amended Minutes 3-25-55, Effective 7-1-55.

S103 STREET CAR OPERATOR (FEMALE)  
Abolished Minutes 3-25-55, Effective 7-1-55.



S104 MOTORMAN. Under general supervision: As a motorman or gripman operates a street car or cable car in accord with requirements of schedules, safety of passengers and public, and efficient use of equipment when such duties are performed on a vehicle operated by a crew of two persons; makes minor emergency repairs; makes such reports as required; and performs related duties as required. Amended Minutes 3-25-55, Effective 7-1-55.

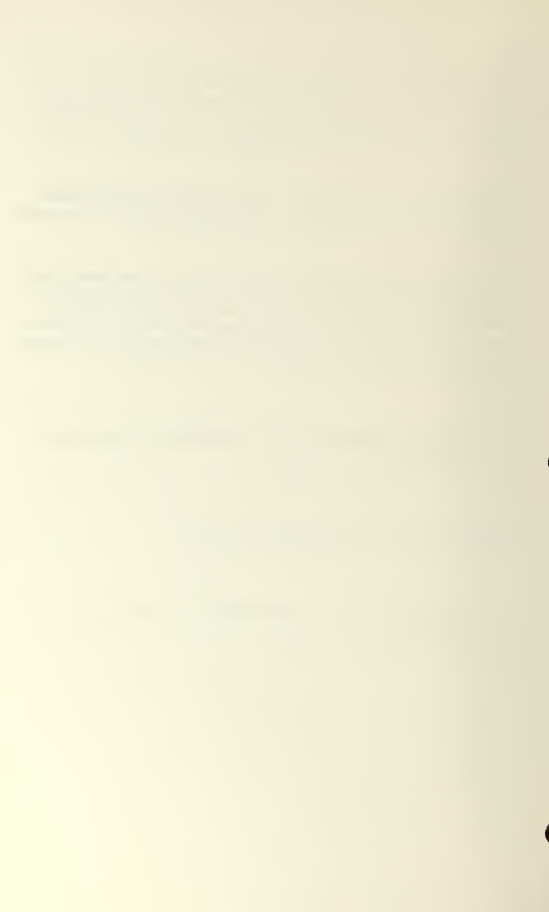
S106 BUS OPERATOR. Performs the combined duties of class S102 Conductor and S104 Motorman in the operation of a passenger vehicle operated by one person. Amended Minutes 3-25-55, Effective 7-1-55.

S120 DAY DISPATCHER. Under direction: regularly dispatches street cars and other vehicles from barns according to schedules; assigns personnel to relief or emergency runs; receives and checks routine operating reports; maintains such records and reports as required, for example, overtime records, manpower reports, accident reports, attendance records; assists in general line sign-up and vacation sign-up within a division; and performs related duties as required. Amended, Minutes 4-10-53.

S134 GENERAL SUPERINTENDENT OF TRANSPORTATION, MUNICIPAL RAILWAY.  
Abolished, Minutes 1-28-52.

S200 MANAGER, CALIFORNIA CABLE DIVISION.  
Abolished, Minutes 10-19-51.

S210 SUPERINTENDENT OF TRANSPORTATION, CALIFORNIA CABLE DIVISION.  
Abolished, Minutes 9-18-53.



## DIVISION T (WELFARE SERVICE)

T57 PSYCHIATRIC SOCIAL SERVICE WORKER. Under direction: performs case work service with alcoholics and other emotionally disturbed persons or in the venereal disease control program; works closely with community agencies, public and private, in referral and treatment; makes initial evaluations of problems involved in each case, and reports thereon to psychiatrists; arranges for physical and psychiatric examinations as indicated; investigates and evaluates case histories, environmental factors and other contributing causes of maladjustment; works with psychiatrists in the prevention and treatment of emotional illnesses including alcoholism or in the formulation of a psychiatric program in the treatment of venereal diseases; with supervisory approval, advises patients and families as necessary; participates in counseling and psychotherapy; confers with families and other associates as appropriate, explaining problems and treatment; does field work in the performance of these and other related duties; and performs related duties as required. Amended Minutes 7-13-55 3-14-56, Effective 7-1-56.

T58 CHIEF PSYCHIATRIC SOCIAL SERVICE WORKER. Under general direction: supervises and directs the work of Psychiatric Social Service Workers assigned to the Adult Guidance Center for problem drinkers and their families; responsible for the orientation of new employees in the field of alcoholic rehabilitation, as well as the continuance of in-service training programs; assigns caseloads according to the needs of the service; assists in the formulation of policy relating to initial interviews; supervises the recording of psychiatric interviews; confers with the Director of the clinic in matters relating to policy, procedure and expansion of services; plans and carries out research into the causative factors of alcoholism; in selected cases assumes responsibility for treating patients using various case-work techniques as indicated; prepares required reports; supervises the determination of eligibility; and performs related duties as required. New Class, Minutes 11-30-55.

T154 ADMINISTRATIVE ASSISTANT, CRIPPLED CHILDRENS' PROGRAM. Under general direction: assists in the administration of the crippled childrens' program; establishes proper work flow and other office procedures relating to referrals, authorizations and reports; develops and revises forms and records; interprets administrative aspects of the crippled childrens' program for outside agencies relative to eligibility determination and financial responsibility; arranges for the proper care of children; checks bills rendered for conformity between medical reports and accounting department; prepares monthly, annual and special reports; assists with the development of new procedures; assists with budget preparation; and performs related duties as required. New Class, Minutes 10-24-56, Amended Minutes 2-20-57.



T156 SENIOR MEDICAL SOCIAL SERVICE WORKER. Under direction: supervises the work of a group of medical social service workers in an institution; is responsible for planning and developing a medical social service work program; determines and utilizes the community resources to benefit the patient in the medical care program; supervises planning of convalescent care of persons leaving institutions; adjusts complaints; makes required reports; and performs related duties as required.

Amended, Minutes 4-2-54.

T161 DIRECTOR OF ADMISSIONS, SAN FRANCISCO HOSPITAL. Under general direction of the Superintendent or Assistant Superintendent, Medical, San Francisco Hospital: is in charge of and responsible for admission procedures at that institution and for the release and transfer of patients; develops records to provide the Billing Unit with information regarding economic status of patients; may be assigned to the supervision of out-patient clinics, administration of a private hospital care program and related programs or services as may be developed; is responsible for developing and carrying out training programs for staffs administered; conducts staff conferences; prepares necessary reports; prepares preliminary budget requests; participates in community planning and educational programs regarding health and welfare of hospital patients; and performs related duties as required.

Amended, Minutes 1-8-54.

T162 ASSISTANT DIRECTOR OF PUBLIC WELFARE, SOCIAL SERVICE. Under general administrative direction: assists the Director of Public Welfare in supervising, directing and correlating the social service functions of the department; assists in program planning, policy formulation, interpretation of laws, rules and regulations to staff and public; plans and directs training programs for social workers; and performs related duties as required.

New Class, Minutes 10-3-56.

T164 CHIEF SOCIAL SERVICE SUPERVISOR. Under general administrative direction: assists the Director of Public Welfare in the supervision, direction and correlation of all of the Social Service functions of the department; assists in program planning, policy formulation, and interpretation to the staff and public. In addition, directs groups of divisions, e.g.; child welfare, training, aid to needy children and medical; or old age security, single men's rehabilitation center, special services, and handicapped; and performs related duties as required.

New Class, Minutes 7-24-57.





-T165 DISTRICT SUPERVISOR, SOCIAL WELFARE. Under general direction: supervises the administration of social welfare programs and the work of the personnel connected therewith in a major district or districts or supervises a major function or functions of public assistance or child welfare; recommends procedures and policies for the conduct of the work and sees that such approved policies are carried out; selects, instructs and advises the social service worker in their assignments; prepares reports as required concerning the administration of social welfare programs; performs other related duties as required.  
Amended Minutes 8-7-57.

T200 SENIOR PSYCHIATRIC SOCIAL WORKER.  
Abolished Minutes 3-14-56, Effective 7-1-56.

T300 CHILD WELFARE WORKER. Under direction: makes studies, inspections, and investigations and provides supervision and service in connection with adoptions, boarding home licensing, foster home or institutional placement of children, and counseling with parents regarding planning and care for children both in and out of their own homes; determines eligibility for public assistance and approves granting of such assistance where needed; prepares case records, reports, studies and analyses; and performs related duties as required.  
Amended Minutes 3-28-56.

T302 CHILD WELFARE SUPERVISOR. Under general direction: directs and plans, assigns and reviews the work of a group of child welfare workers; establishes and maintains acceptable standards of social work practice in the field of adoption, boarding home licensing, foster home or institutional placement of children, and counseling to parents; supervises the determination of eligibility for public assistance and the granting of such assistance; assists in staff development; assists in development and coordination of community facilities for the protection and care of children; conducts studies relative to child welfare matters and reports on same as required; reviews reports and recommendations of child welfare workers; and performs related duties as required.  
Amended Minutes 3-28-56.

T400 CAMP MANAGER, REHABILITATION CENTER. Under general administrative direction: has charge of and is responsible for the proper administration, operation and maintenance of the Single Men's Rehabilitation Center; plans and conducts guidance work, training, and other programs designed to assist in the rehabilitation of the men assigned to the center; and performs related duties as required.  
New Class, Minutes 10-3-56.



T402 ASSISTANT CAMP MANAGER, REHABILITATION CENTER. Under general direction: assists the Camp Manager in management and supervision of the Rehabilitation Center; conducts guidance work, training, and other programs designed to assist in the rehabilitation of the men assigned to the center; and performs related duties as required.  
New Class, Minutes 10-3-56.

T404 CAMP WORK FOREMAN, REHABILITATION CENTER. Under direction: supervises the work activity of men in various work projects at the Rehabilitation Center Camp such as clearing out dead trees, clearing land, farming ground, fencing, building paths and roads, building sheds; repair and maintenance; laundry work, etc.; incidentally serves as maintenance man at the center; and performs related duties as required.  
New Class, Minutes 10-3-56.

#### DIVISION U (WATER SERVICE)

U42 ASSISTANT GENERAL MANAGER AND CHIEF ENGINEER, WATER DEPARTMENT. Under general administrative direction: has charge of and is responsible for the proper administration of the San Francisco Water Department; responsible for the design, acquisition and construction of all extensions and improvements and for development of policies to improve the service and promote economy; acts as General Manager and Chief Engineer during his absence; and performs related duties as required.  
New Class, Minutes 12-19-52, Effective 7-1-53.

U54 SPECIAL COLLECTOR. Under general supervision: makes collections from large commercial water consumers and accounts which have become delinquent or have been closed out; lists accounts collected and balances cash; shuts off water supply if necessary to enforce payment and turns on when paid; may take closing bill reading when property is vacated, or accept application and collect deposit for water service; traces consumers who have moved; obtains credit information on new accounts; and performs related duties as required.  
Amended, Minutes 9-18-53.



U100 INVESTIGATOR, WATER DEPARTMENT. Under general direction: handles consumer's complaints where previous handling does not close case; handles property and public liability damage cases in connection with claims; negotiates and recommends settlement of claims against the department and collects, negotiates and recommends settlement or recommends abandonment of claims by the department against others who damage its facilities; investigates and collects data in connection therewith and prepares such data for city attorney when cases cannot be settled out of court and assists city attorney with reference to such data while such cases are on trial; receives complaints regarding dangerous conditions and routes them to proper source for investigation and necessary action; deals with the public personally or by correspondence or telephone; makes required recommendations and reports; and performs related duties as required.

Retitled from N420 and Amended Minutes 12-7-55,  
Effective 7-1-56.

U102 ASSISTANT INVESTIGATOR, WATER DEPARTMENT. Under direction: assists in the investigation and processing of public liability and property damage claims against the Water Department; assists in the investigation and processing of damage claims by the Water Department; receives and routes complaints regarding dangerous conditions to proper source for investigations and necessary action; deals with the public personally or by correspondence or telephone; makes required reports; and performs related duties as required.

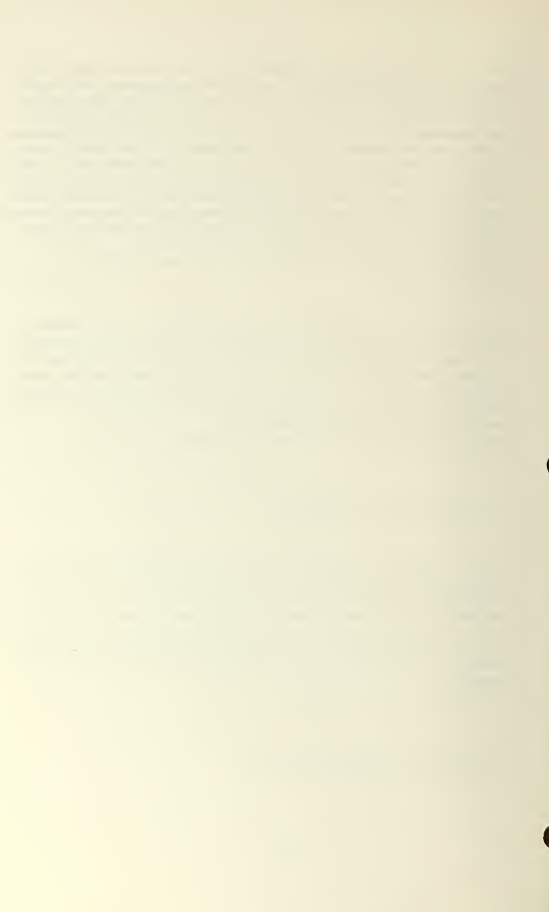
Retitled from N418 and Amended Minutes 12-7-55,  
Effective 7-1-56.

U115 SPECIAL PIPE FABRICATOR  
Abolished Minutes 6-26-57.

U122 CONSUMER'S SERVICEMAN. Under general supervision: shuts off water supply of those delinquent in payment and those who move or discontinue service; collects delinquent bills and deposits for service; turns on water for new service; removes and replaces meters on complaint of insufficiency of supply; incidentally may make preliminary investigations of complaints concerning objectionable water and noise emanating from water pipes; reports conditions where preliminary investigation does not eliminate the cause of complaint; and performs related duties as required.

Amended Minutes 12-7-55.

U124 SPECIAL COMPLAINT INSPECTOR  
Amended and Retitled to :



U124 SPECIAL SERVICE INSPECTOR. Under direction: Investigates complaints of inadequate water supply, objectionable water, pressure condition, disturbing noise in pipes or meters; Investigates cause of damage to meters from backflow of hot water or steam, recommends the necessary corrective measures; makes recommendations as to size of piping and valves necessary to provide adequate water supply; and performs related duties as required.

Retitled and Amended Minutes 12-7-55, Effective 7-1-56.

U227 GENERAL MAINTENANCE FOREMAN. Under general direction: is responsible for maintenance and repairs to reservoirs and dams, pipe lines and valves, fire guards, roads, fences, tunnels, shafts, ditches, flumes, aqueducts; as assigned is responsible for maintenance and repairs to power lines and phone lines; plans and directs the work of several groups of subordinates, which groups may be working at different locations; and performs related duties as required.

Amended Minutes 1-23-57.

## DIVISION V (AGRICULTURE SERVICE)

V40 SUPERINTENDENT, AGRICULTURE.

Amended and Retitled to

V40 SUPERINTENDENT, AGRICULTURE AND LAND DIVISION, PUBLIC UTILITIES COMMISSION. Under general direction: supervises all agricultural activities on city water lands; directs the growing and marketing of crops on such lands maintained under the direct control of the water department; performs duties in connection with the leasing of lands, including the drawing of leases, the collection of cash and share crop rentals, the maintenance of control of farming operations on lands under share crop lease and the arrangement for the disposition of the city's portion of share crops; maintains records; sees that farming activities do not interfere with the primary use of land for water supply purposes; Investigates and reports upon the basic need for all revocable land permits, including non-agricultural, and the amount of rental that should be charged; responsible for procedures in connection with leasing and managing all lands in the water department, including quarries, recreational sites, gas station sites, lumber yards, restaurant sites, etc.; acts as adviser on surplus land matters; prepares briefs on land values for submittal to the real estate department; appears before commissions and legislative boards as required; and performs related duties as required.

Amended and Retitled Minutes 1-21-57, Effective 7-1-57.

## DIVISION W (PARK SERVICE)





## DIVISION X (LIBRARY SERVICE)

X20 HEAD LIBRARIAN. Under general direction and with wide latitude for independent decision and requiring a thorough knowledge of the subject matter involved: performs responsible duties in connection with a library function; e.g., acts as responsible head of large branch library when such duties involve the supervision of subordinates; has charge of one of the following divisions of the library; periodical and newspaper, children's, art, documents, public relations, catalog, order, and music; may act as a principal assistant to chief librarian; and performs related duties as required.

Amended, Minutes 11-21-52.

X22 HEAD CATALOG LIBRARIAN.

Abolished, Minutes 11-21-52.

X24 HEAD ORDER LIBRARIAN.

Abolished, Minutes 11-21-52.

X26 HEAD MUSIC LIBRARIAN.

Abolished, Minutes 11-21-52.

## DIVISION Y (MUSEUM SERVICE)

Y 7 CHIEF CURATOR, CALIFORNIA PALACE OF THE LEGION OF HONOR.

Under general administrative direction: acts as supervising curator, assisting the Director in the coordination and implementation of the activities of the curatorial and related personnel at the California Palace of the Legion of Honor, and at the same time, acts as curator in a field of art of major importance in the museum; also assists the Director in the formulation of museum policy; performs duties requiring highly specialized education and training, and authoritative museum or teaching experience; classifies works of art owned by the museum and exhibited as loans; does research work; plans and organizes exhibitions; designs and supervises installations of exhibits; prepares catalogues and publicity; conducts courses, lectures and gallery tours; gives information to the public concerning their collections. May assume administrative duties in the absence of the Director or at the request of the Director; performs related duties as required.

Adopted, Minutes 12-18-53, Effective 7-1-54.



Y 8 CURATOR A. Under general administrative direction: acts as curator in a field of arts of major importance and emphasis in the museum, performing duties requiring highly specialized education and training and authoritative museum or teaching experience; classifies works of art owned by the museum and exhibited as loans; does research work; plans and organizes exhibitions; designs and supervises installations of exhibits; prepares catalogs and publicity; conducts courses, lectures and gallery tours; gives information to the public concerning their collections; performs related duties as required.

Amended, Minutes 1-22-54, Effective 7-1-54.

Y10 CURATOR B. Under general direction: acts as curator in a specialized field of art, such as art appreciation and education, performing duties requiring highly specialized education and training in the specialized field and requiring museum experience; classifies works of art owned by the museum and exhibited as loans; does research work; assists in planning and organizing exhibitions; in designing and supervising installations of exhibits; prepares catalogs and publicity; conducts courses, lectures and gallery tours; gives information to the public concerning their collections; may act as librarian; and performs related duties as required.

Amended, Minutes 1-22-54, Effective 7-1-54.

Y14 CURATORIAL ASSISTANT. Under supervision: assists a curator in the educational activities of the Museum, performing duties which require a general knowledge of art history and the ability to type; assists in the supervision of art classes, in the preparation of exhibition catalogues, and in the cataloguing of art reference books; and performs related duties as required.

Adopted, Minutes 12-18-53, Effective 7-1-54.

Y100 CURATOR OF THE SAN FRANCISCO MARITIME MUSEUM.

Amended and Retitled to:



Y100 DIRECTOR OF THE SAN FRANCISCO MARITIME MUSEUM. Under general administrative direction: Is responsible for the directions and supervision of the activities and personnel of the San Francisco Maritime Museum of the Recreation and Park Department; performs duties requiring highly specialized education, training and experience in Maritime history, traditions, and museum technique; classifies, catalogs, displays, and interprets the Maritime Museum collection; plans and organizes exhibitions; designs and supervises installations of exhibits; prepares catalogs and publicity; does research work and assists and advises others in research work; conducts courses and lectures; plans for the growth of the Maritime collections and makes recommendations to the Board of Trustees of the Maritime Museum Association relative to purchase, acquisitions, restoration, and repair of ships, maritime relics and related transportation equipment and carries out policy adopted by trustees; and performs related duties as required.  
Amended and Retitled Minutes 1-21-57, Effective 7-1-57.

#### DIVISION Z (ELECTIVE OFFICIALS)





